E-CAR ACE 2025 User Manual

For School-Based Representatives

Alternate Curriculum Environment (ACE) Schools

LAUSD School Management Services – Master Planning and Demographics
213-241-8044

8/13/2025
mpd@lausd.net

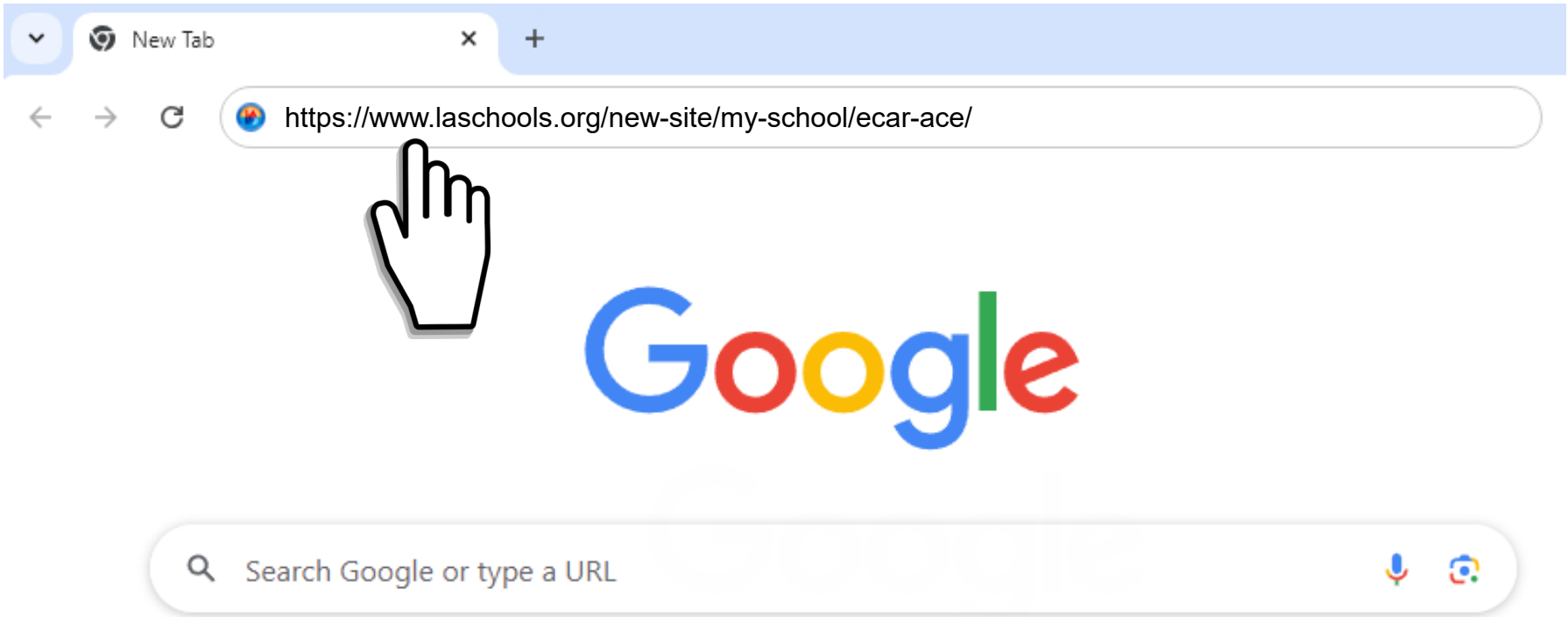
ACE Schools Participating in E-CAR 2025:

E-CAR Alternate Curriculum Environment (ACE) Schools

1. Community Day Schools
2. Continuation High Schools
3. Opportunity Schools
4. Hospital Schools
5. Early Education Centers
6. Community Adult Schools
7. Skills Centers
8. Regional Occupational Centers

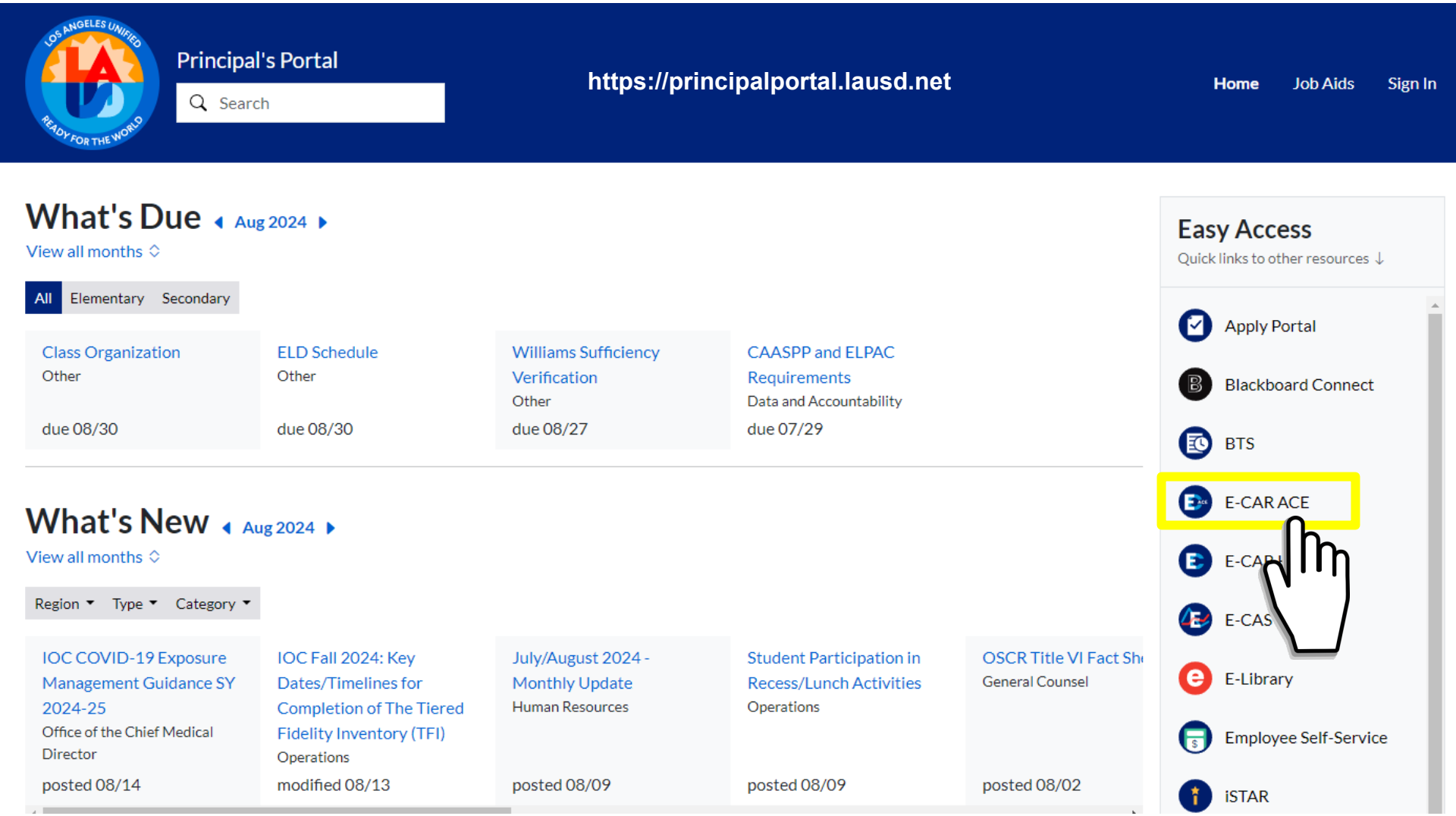
In 2025, the list of participating E-CAR Alternate Curriculum Environment (ACE) Schools will include Community Day Schools, Continuation High Schools, Opportunity Schools, Hospital Schools, Early Education Centers, Community Adult Schools, Skills Centers and Regional Occupational Centers.

Navigate to E-CAR-ace Website



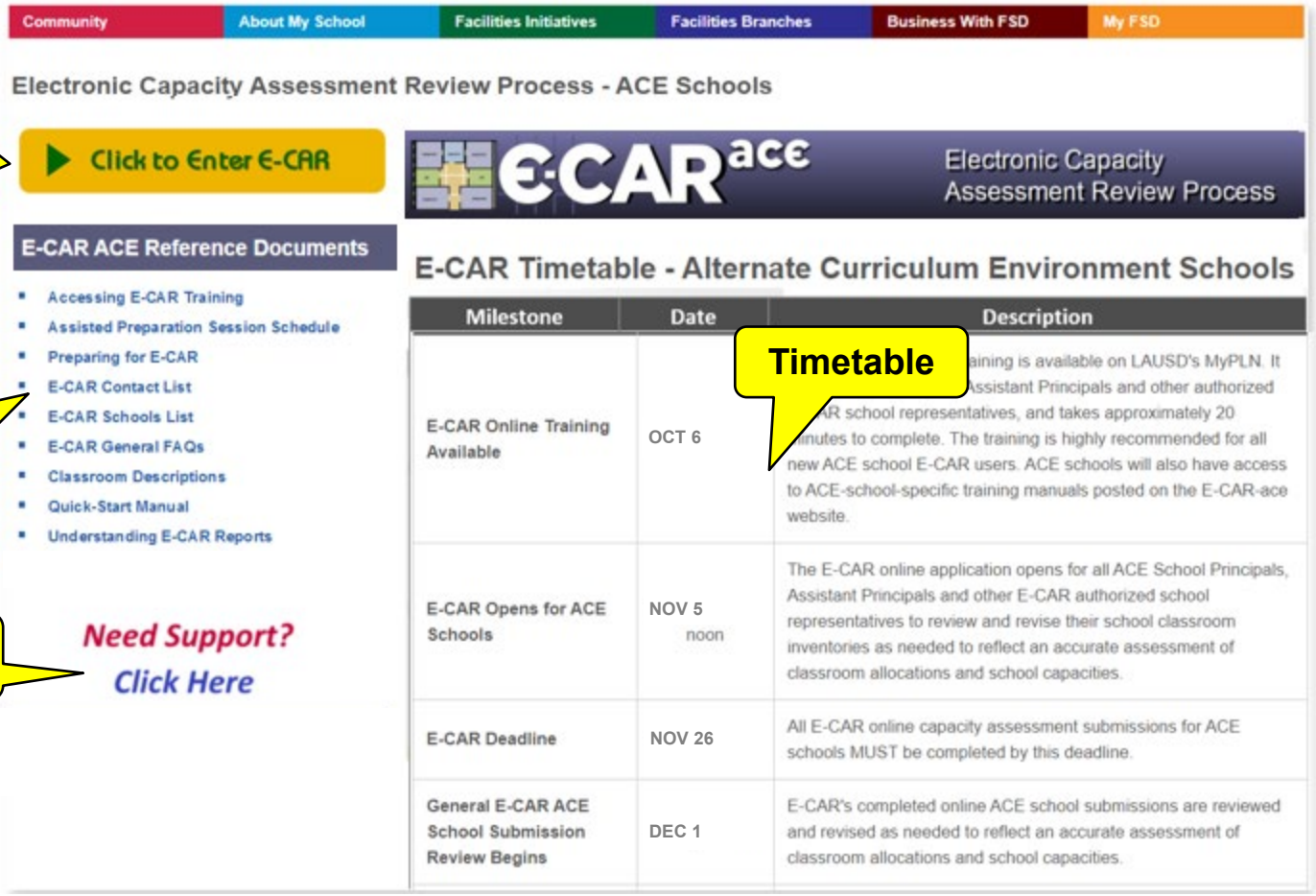
Navigate to the E-CAR-ace website by typing https://www.laschools.org/new-site/my-school/ecar-ace/ directly into your web browser's address bar, then press enter.

Navigate to E-CAR-ace Website



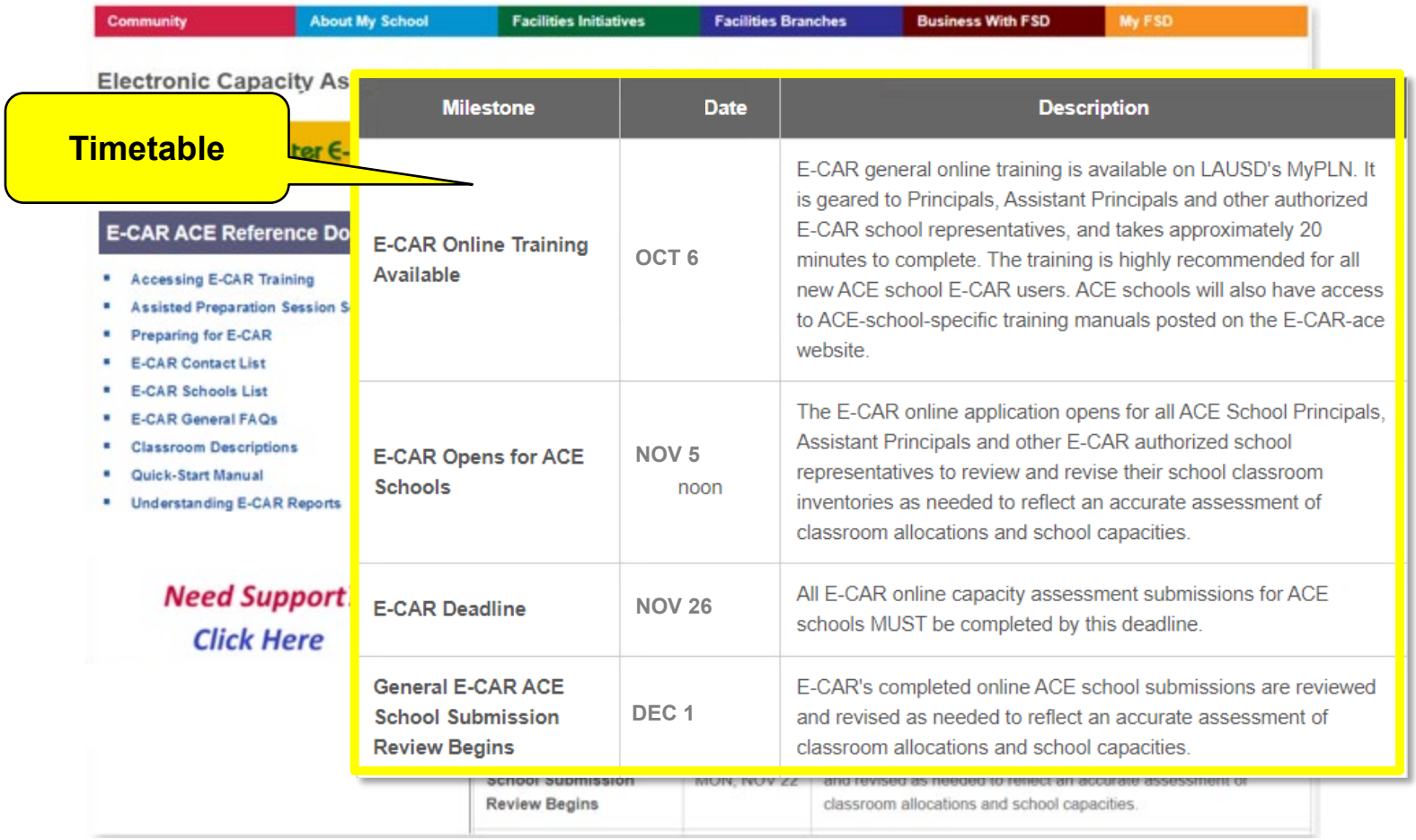
You can also reach E-CAR-ace from the LAUSD Principal's Portal at http://principalportal.lausd.net and clicking on the E-CAR ACE link.

E-CAR-ace Website



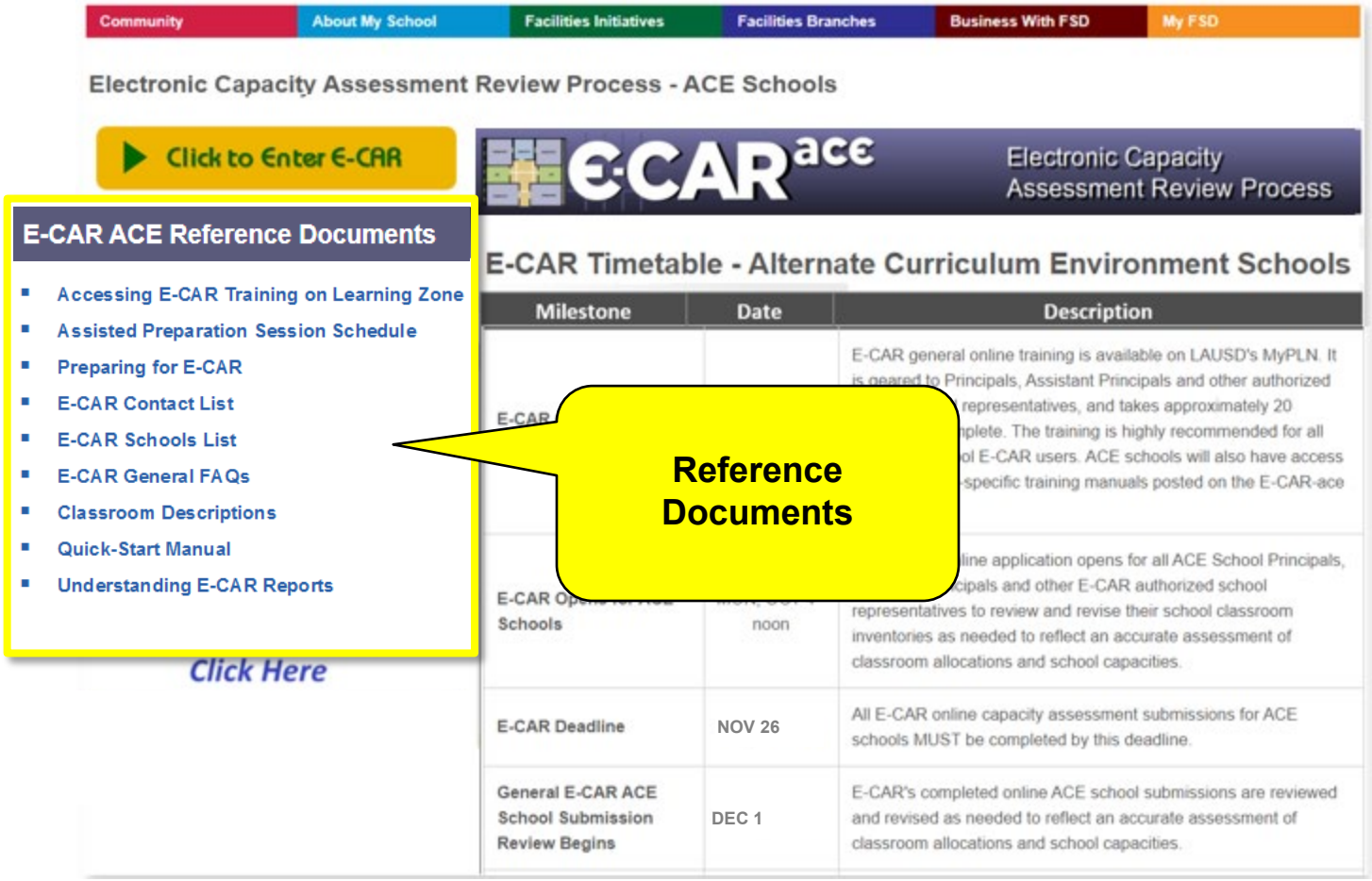
The E-CAR-ace website has four sections: Timetable, Support Link, Reference Documents and Log-in.

ACE Timetable



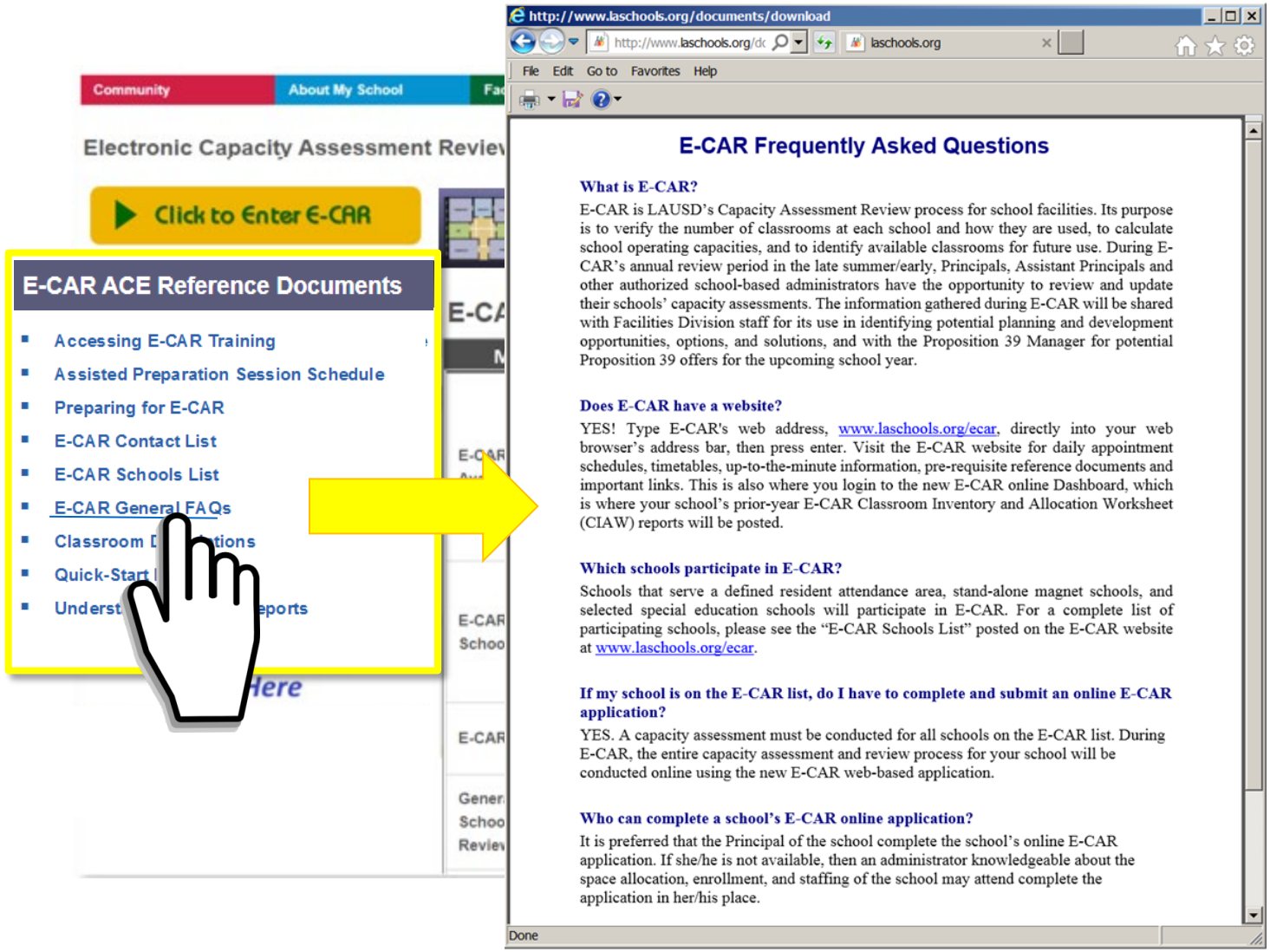
The timetable lists the schedule of important milestones that occur during the E-CAR-ace Capacity Assessment Review process. You are encouraged to check the website regularly for the latest updates and announcements.

ACE Reference Documents



The Reference Documents section contains pre-requisite information that will help you to prepare for the E-CAR-ace Capacity Assessment Review process. Included are Frequently Asked Questions, the E-CAR Specialist Contact List, and the official list of participating E-CAR-ace schools, among other documents. It is important that you become familiar with the contents of each document.

ACE Reference Documents

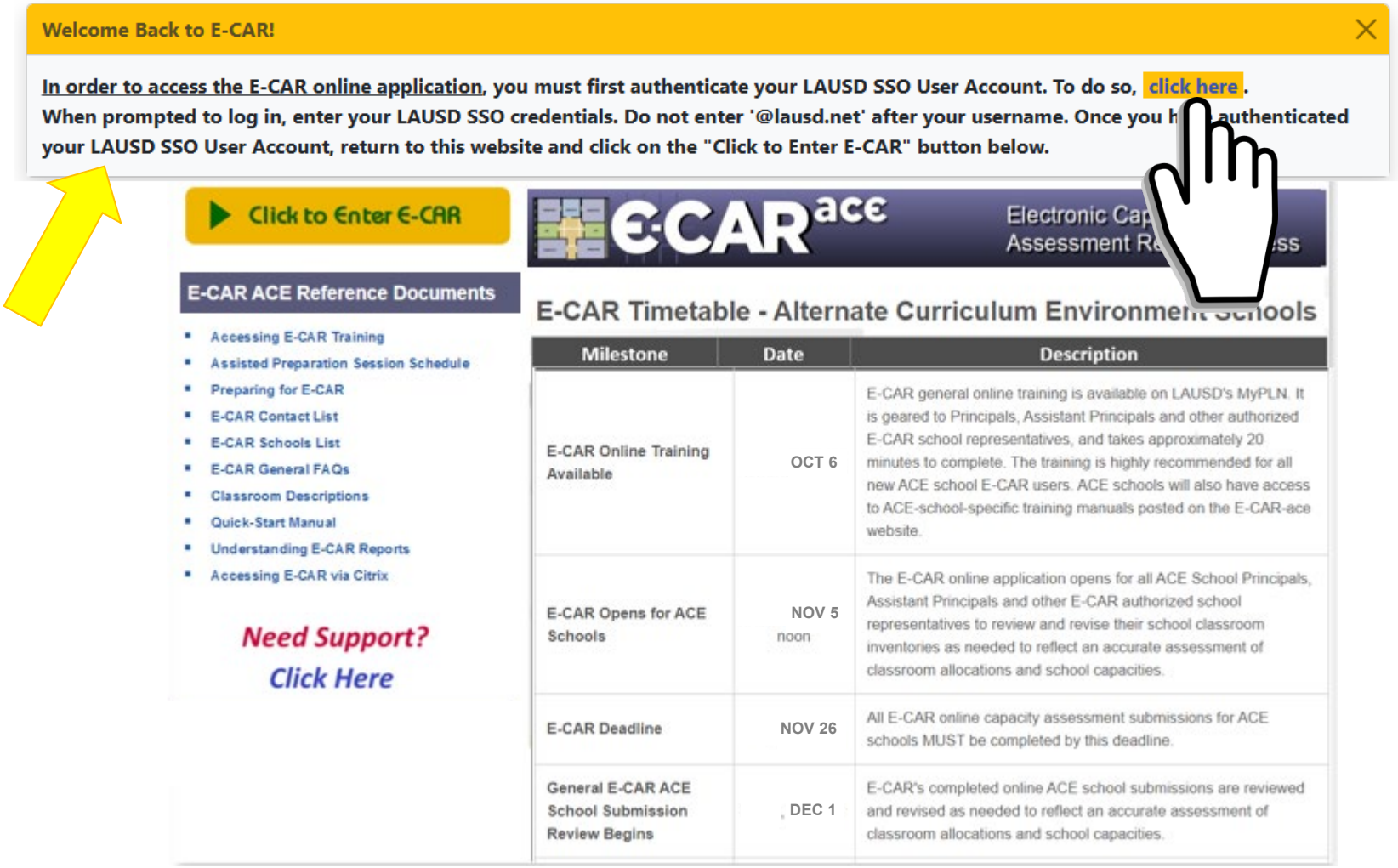


To read a document, simply click on its link and the document will open. These documents may be read online, downloaded or printed.

Support

If you need Technical Support, click the Need Support link, and the E-CAR Technical Support document will open. This document will provide you with technical recommendations for accessing the E-CAR-ace online application along with the contact information of the technical support specialists who can help you during the E-CAR-ace process. Like all E-CAR-ace reference documents, it may be read online, downloaded or printed.

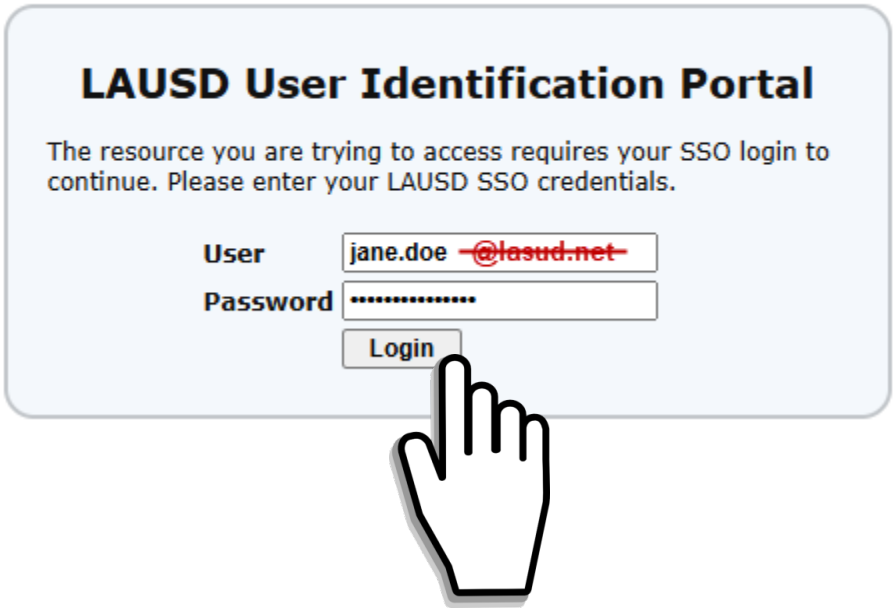
Authenticate SSO User Account



To log into the E-CAR-ace online application, you will need to authenticate your LAUSD Single-Sign-On (SSO) User Account. To do so, click on the click here link located in the informational banner at the top of the E-CAR-ace website,

Authenticate SSO User Account

Los Angeles Unified School District
Believe. Achieve. L.A. Unified.

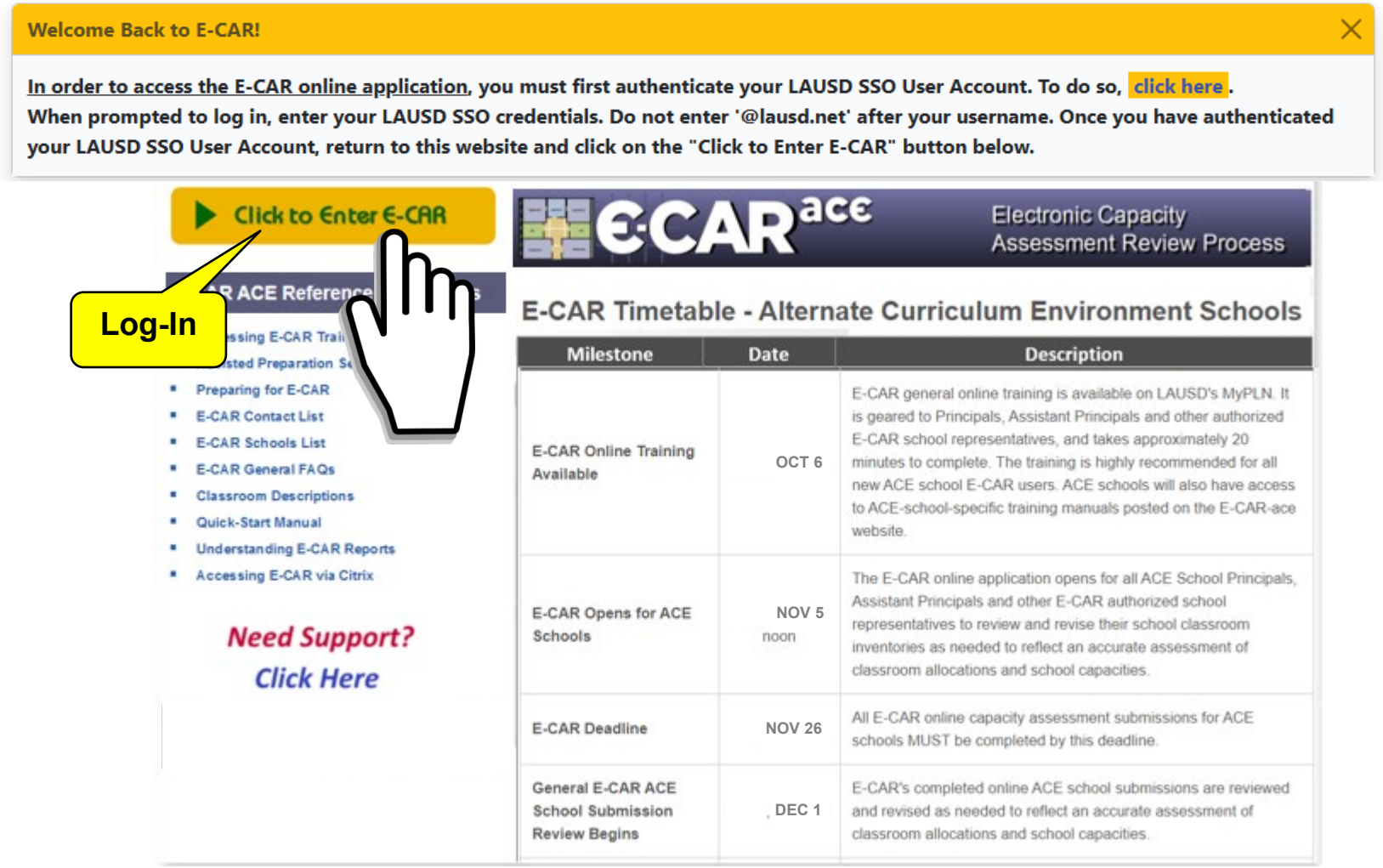


then enter your LAUSD SSO credentials, when prompted. Do NOT include “@lausd.net” after your username. Click Login when done.

Authenticate SSO User Account

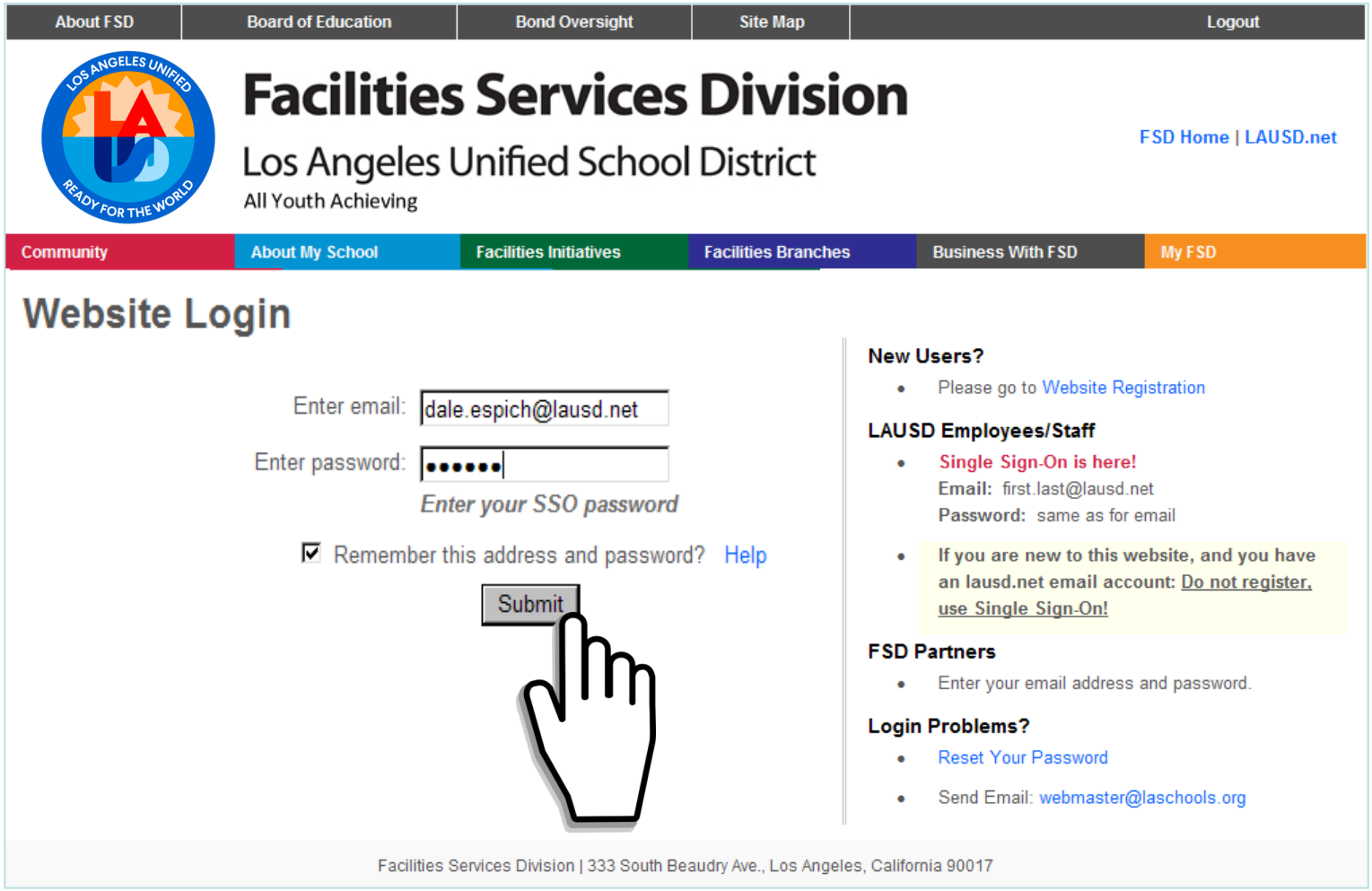
You will receive a “User Authenticated” confirmation message. You may now navigate back to the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/ and proceed with logging into the E-CAR-ace online application.

Authenticate SSO User Account



To log into the E-CAR-ace online application, use the Click to Enter E-CAR link. This link will not be visible until E-CAR-ace opens on November 5, 2025 at 12:00 noon.

Log-In



At the log-in screen, enter your full LAUSD email address (including the @lausd.net extension) and your single-sign-on password, then click Submit.

Advisory

In order to ensure a successful experience with your school's Capacity Assessment Review, you are advised to familiarize yourself with the pre-requisites that you need to know in order to complete the online capacity assessment review correctly for your school. You are also advised to learn how to navigate the online E-CAR application properly.

It is highly recommended that you take full advantage of the training and informational materials that are available to you for this purpose. References and instructional materials, contact numbers for technical support and customer service, and the official E-CAR timetable are posted on the E-CAR website. *These resources are available to you from any computer with internet access, 24 hours a day, 7 days a week.*

If you have NOT yet become familiar with your pre-requisites or learned how to navigate the online E-CAR application, please do so before continuing further.

○ I want to STOP and review my pre-requisite materials first.

If you are ready to proceed, please acknowledge the following:

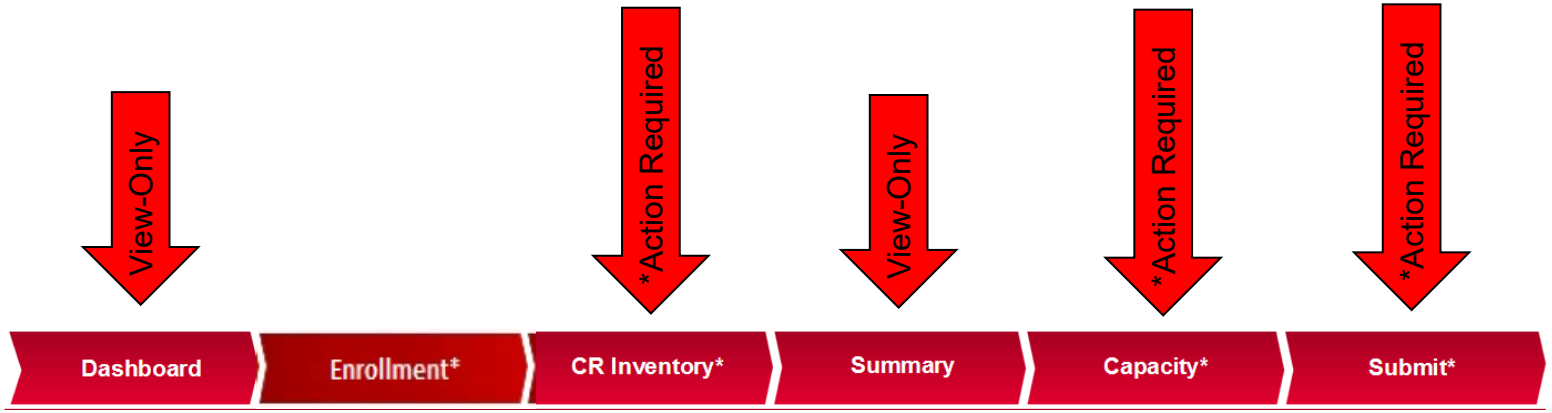
1. ***I have been advised about the training available for using the online E-CAR application.*** If I don't take advantage of available E-CAR training opportunities, I may not understand how to use the online E-CAR application properly, and/or I may not know how to complete my school's Capacity Assessment Review Process correctly and in a manner that is most beneficial to my school.
2. ***I have been advised to familiarize myself with E-CAR's pre-requisite reference materials.*** If I don't familiarize myself with the recommended pre-requisite reference materials, I may not be fully prepared to use the online E-CAR application properly and/or to understand and complete the Capacity Assessment Review Process in a manner that is most beneficial to my school.
3. ***I have been advised to make myself aware of all E-CAR's web and phone help and technical support options that are available to me.*** If I don't make myself aware of all the support options available to me, I may not know how to get answers to my questions concerning using the online E-CAR application correctly and/or completing the Capacity Assessment Review Process properly and in a manner that is most beneficial to my school.
4. ***I have been advised to be aware of, and to adhere to, E-CAR's deadlines.*** If I don't adhere to E-CAR's deadlines, I may not be able to complete the Capacity Assessment Review Process on time, resulting in my school's operating capacity being based on information that is incomplete or inaccurate.

● I acknowledge that I have been advised.

Continue

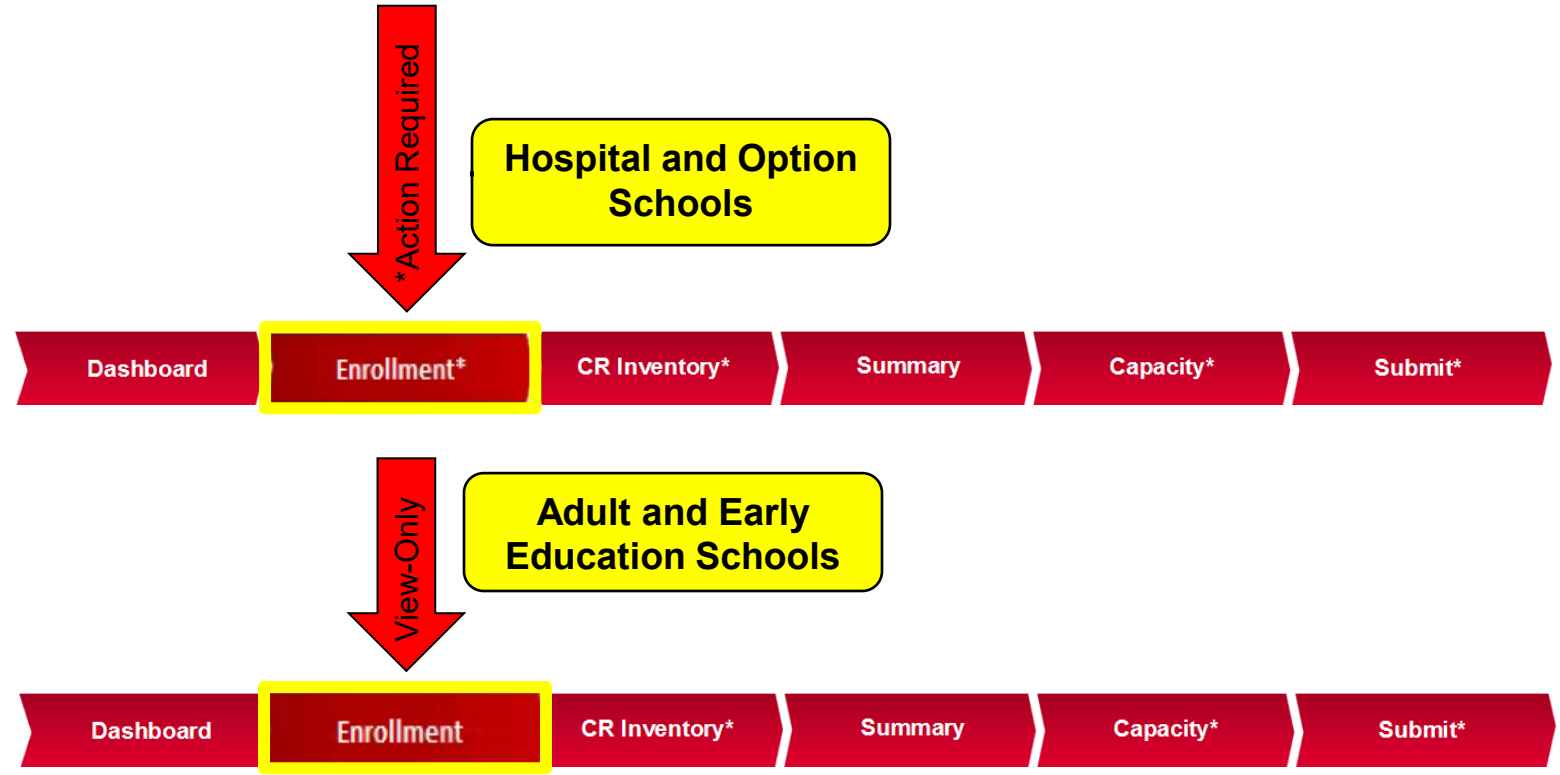
If it's the first time this season that you are logging in to E-CAR, you will be taken to the E-CAR Advisory page. Make sure that you've completed your training and reviewed all your pre-requisite materials, then click the radio button to acknowledge that you have been advised, and that you're ready to proceed.

Navigation



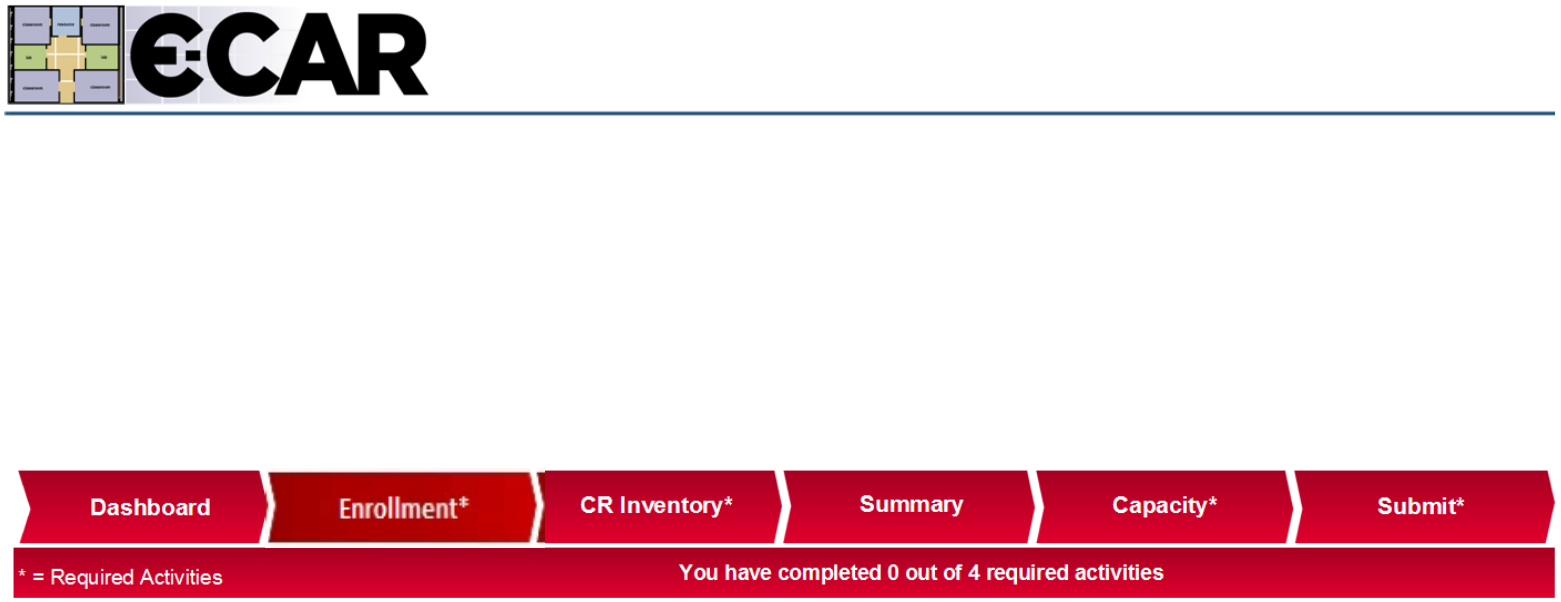
You will navigate through E-CAR's screens using the tabs on the Navigation and Progress Bar. Some of the tabs contain important, view-only information. Other tabs, marked with an * asterisk, have required activities, meaning they contain steps that must be completed for E-CAR.

Navigation



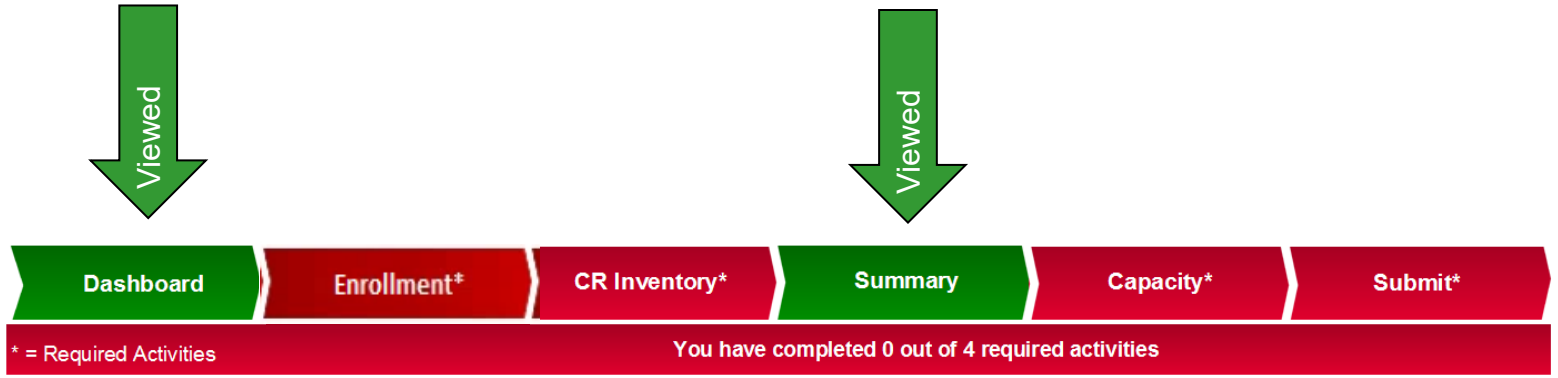
The Enrollment tab will have both versions. Hospital and Option Schools have some TK-12 enrollments, so the Enrollment tab for these schools will require a response, and will have an asterisk. Adult and Early Education Schools will not have TK-12 enrollments, so the Enrollment tab for these schools will not require a response, and will not have an asterisk.

Navigation



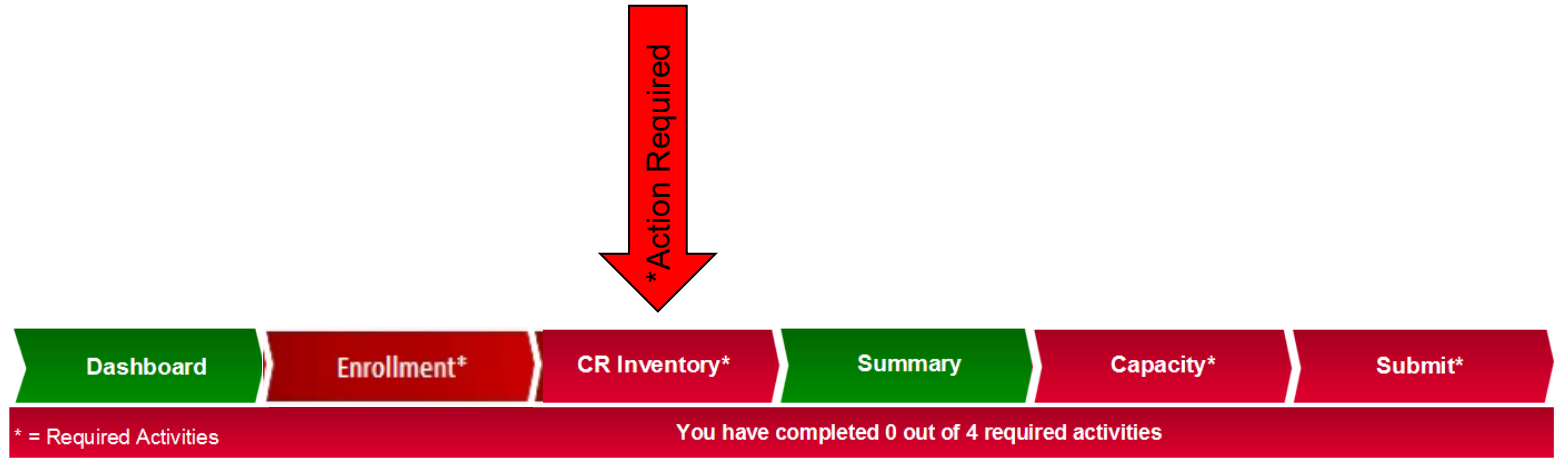
Tabs are color coded. Each tab starts out red, which means that you haven't viewed the screen yet or that the screen's activities are incomplete.

Navigation



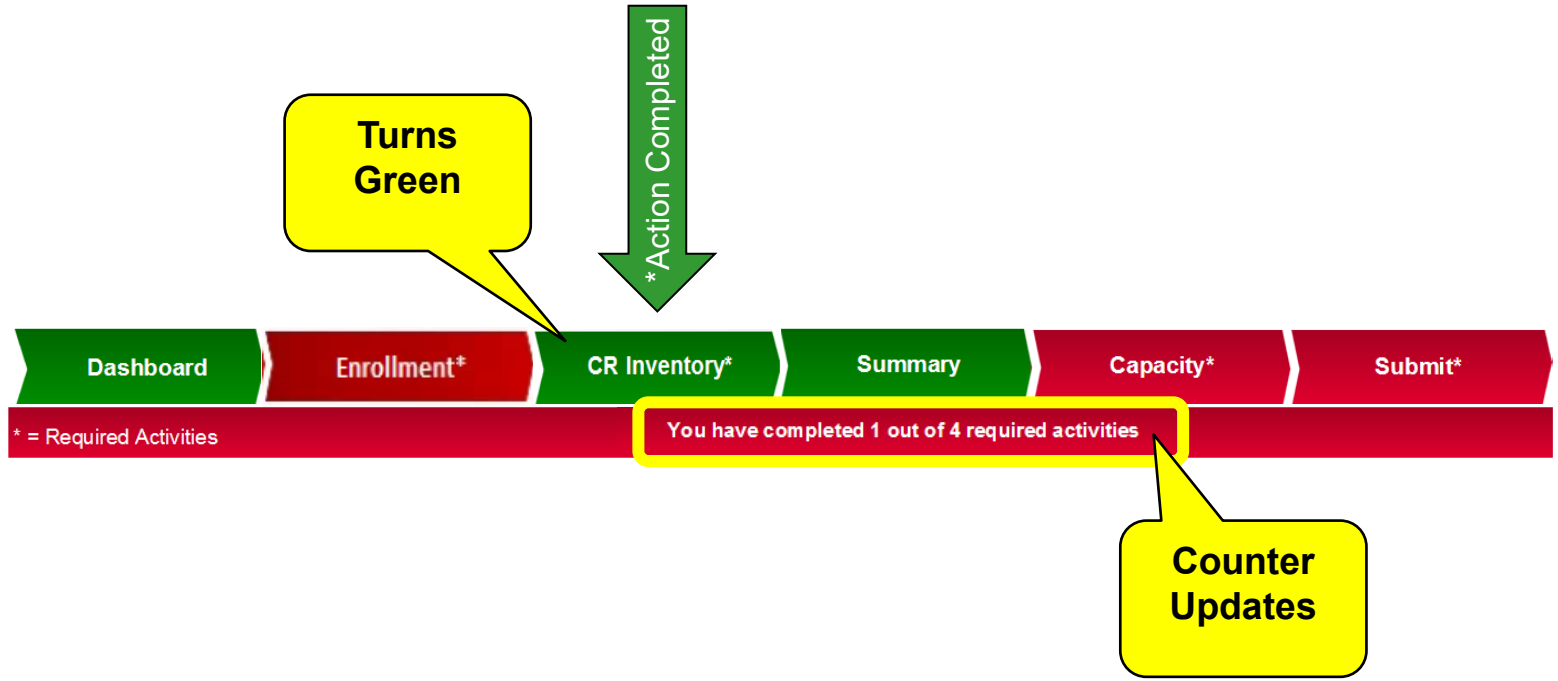
When you have completed every activity on a screen, its tab will turn green. View-only screens don’t require any action on your part, so they will turn green as soon as you view them.

Navigation



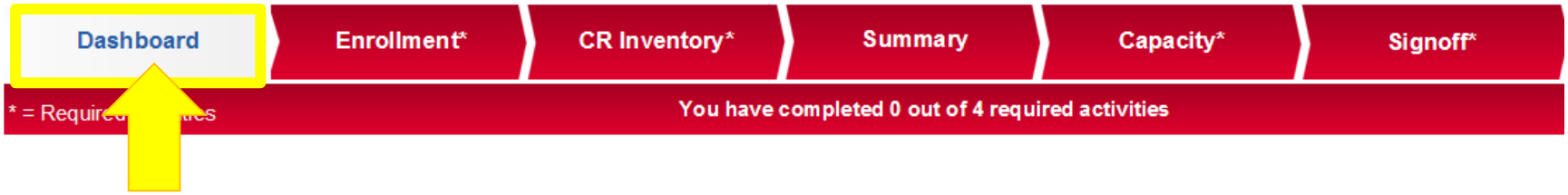
Action-required tabs will not turn green until you have completed every activity on their screens.

Navigation



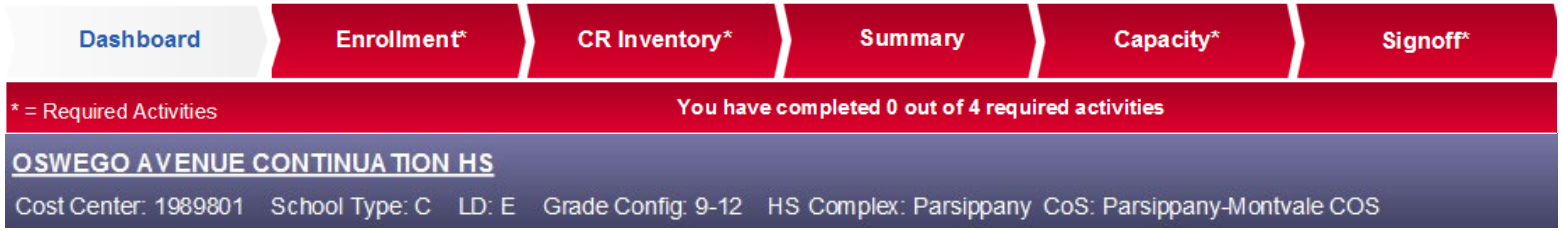
When you've completed all the required activities on an Action Required screen, its tab will turn green, and the required activities counter will update.

Dashboard



TAB 1 - THE DASHBOARD

Dashboard



Dashboard

Oswego Ave Cont HS ECAR Report – Last Year

Links to prior-year E-CAR Reports

Message Inbox

Display : Unread | Read | All

All Messages

	Type	Message	Created
✉	public	Dear Principal, Your E-CAR-ace review is…..	Wed, Nov 8

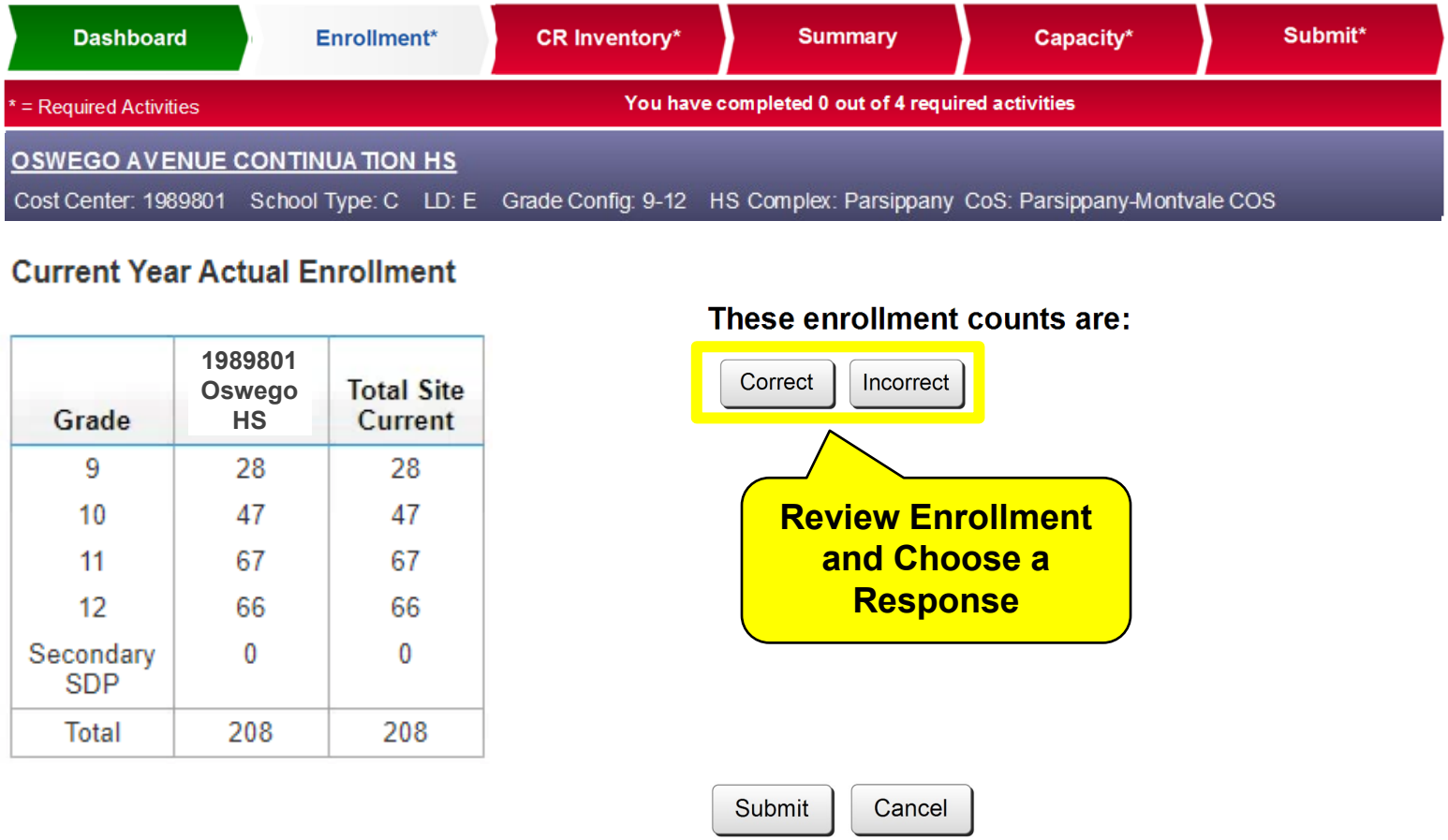
Message Inbox

The Dashboard contains your Message Inbox and links to your school's prior-year E-CAR Reports. After your review has been completed, it will also contain a link to your school's current-year E-CAR Report.

Enrollment

TAB 2 - THE ENROLLMENT SCREEN

Enrollment – Hospital and Options Schools

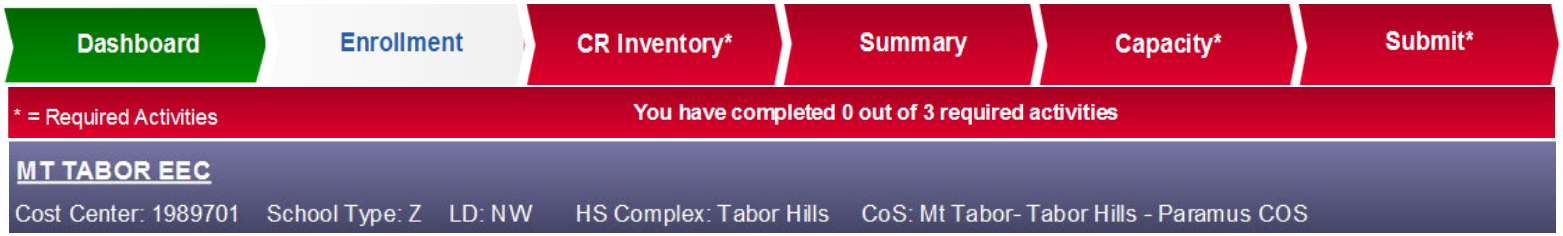


For Hospital and Options Schools with TK-12 Enrollments:

The Enrollment screen ***Requires Principal Interaction.***

Review and confirm the MiSiS enrollment counts that have been automatically uploaded for your school as of the Report date indicated. If they are correct, click “Correct.” If they are incorrect, click “Incorrect,” and provide an explanation in the text box. When you are finished, click the Submit button.

Enrollment – Adult and Early Education Schools



Current Year Actual Enrollment

Grade	Total Site Current
Total	0

E-CAR's list of participating schools includes ACE (Alternate Curriculum Environment) schools, which are Community Adult Schools, Regional Occupation Centers, Skills Centers, Early Education Centers, and certain other non-K12 school facilities. Because these schools do not have any K-12 enrollments, your school's enrollment screen will show Total Site / Current Year Actual Enrollment as 0.
No action is required by your school on this screen.

For Adult and Early Education Schools Without TK-12 Enrollments: The Enrollment screen will show your school's Current Year Actual Enrollment as 0. No action is required by your school on this screen.

TAB 3 - THE CLASSROOM INVENTORY SCREEN

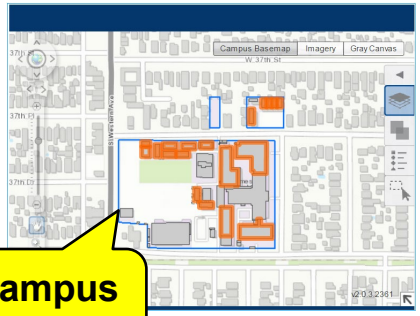
Classroom Inventory

Dashboard | Enrollment* | CR Inventory* | Summary | Capacity* | Submit*

* = Required Activities — You have completed 1 out of 4 required activities

OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS



Campus Map

	Standard Classrooms	Small Classrooms
Allocation		
SPECIAL ED	0	0
PRE-K	0	0
CO-LOCATED CHARTER	0	0
DISTRICT_SET ASIDES	0	0
SCHOOL_SET_ASIDES	0	0
OUT OF SERVICE	0	0
INSTRUCTION	0	0
Unconfirmed	74	17
Challenged	0	0
Total	74	17

Allocation Summary

View Map in Site Portal

Link to Map in Facilities Site Portal

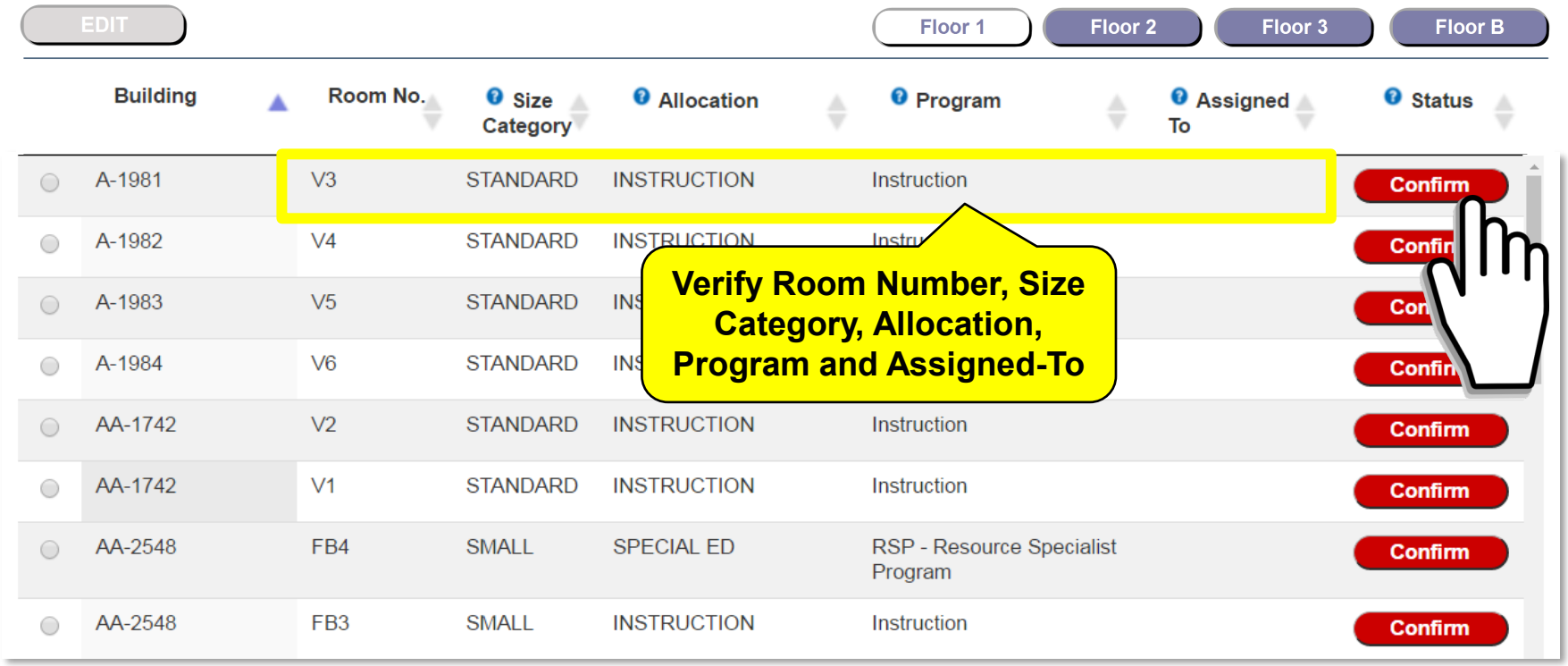
Floor 1 | Floor 2 | Floor 3 | Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
A-1981	V3	STANDARD	INSTRUCTION	Instruction		Confirm
A-1982	V4	STANDARD	INSTRUCTION	Instruction		Confirm
A-1983	V5	STANDARD	INSTRUCTION	Instruction		Confirm
A-1984	V6	STANDARD	INSTRUCTION	Instruction		Confirm
AA-1742	V2	STANDARD	INSTRUCTION	Instruction		Confirm
AA-1742	V1	STANDARD	INSTRUCTION	Instruction		Confirm
AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		Confirm
AA-2548	FB3	SMALL	INSTRUCTION	Instruction		Confirm

Classroom Inventory Table

The Classroom Inventory screen ***Requires Principal Interaction***. The Classroom Inventory Table is the workspace where you review, update and confirm all the classrooms at your school. The Campus Map helps you identify the location of your classrooms. A link to a live, interactive map on the LAUSD Facilities Site Portal website is also available on this screen. To access the interactive map, click on the 'View Map in Site Portal' button. The Allocation Summary tallies your classrooms as you work.

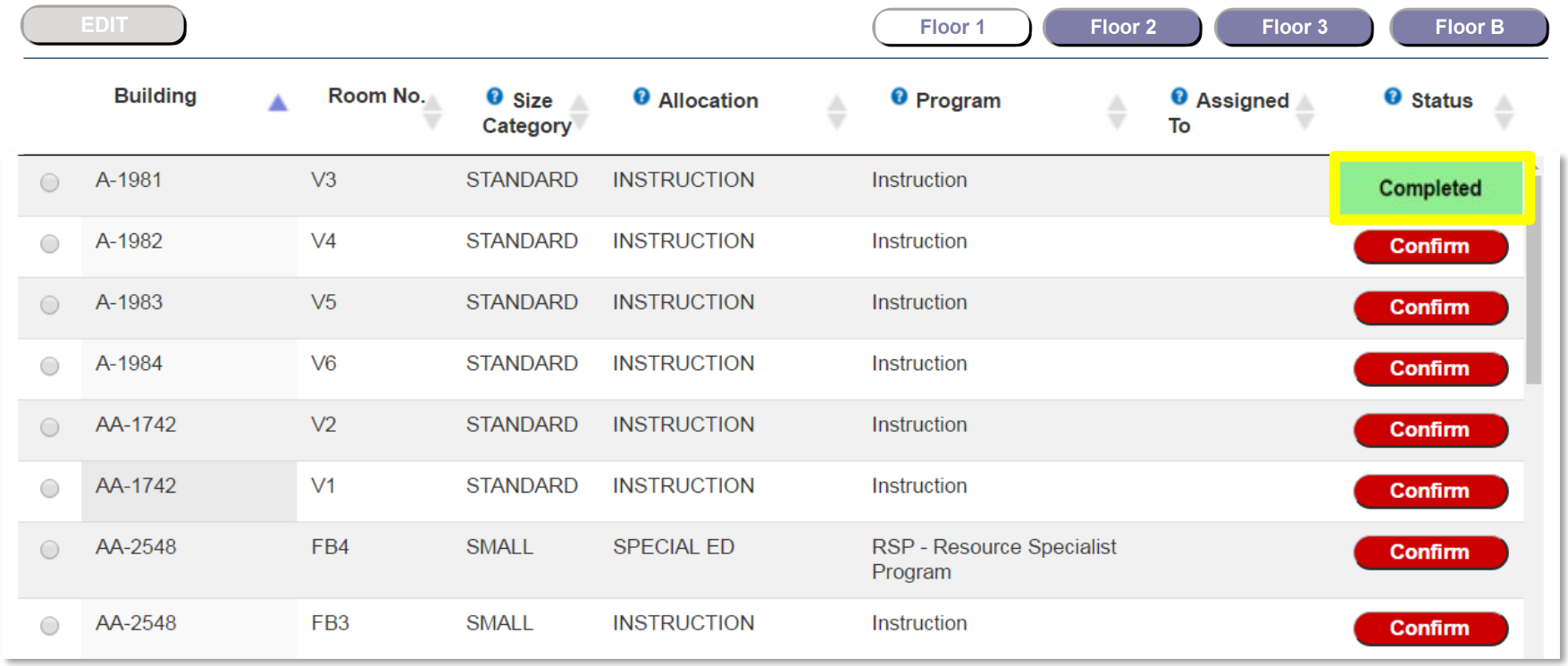
Classroom Inventory



Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
A-1981	V3	STANDARD	INSTRUCTION	Instruction		Confirm
A-1982	V4	STANDARD	INSTRUCTION	Instru		Confir
A-1983	V5	STANDARD	INS			Con
A-1984	V6	STANDARD	INS			Confir
AA-1742	V2	STANDARD	INSTRUCTION	Instruction		Confirm
AA-1742	V1	STANDARD	INSTRUCTION	Instruction		Confirm
AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		Confirm
AA-2548	FB3	SMALL	INSTRUCTION	Instruction		Confirm

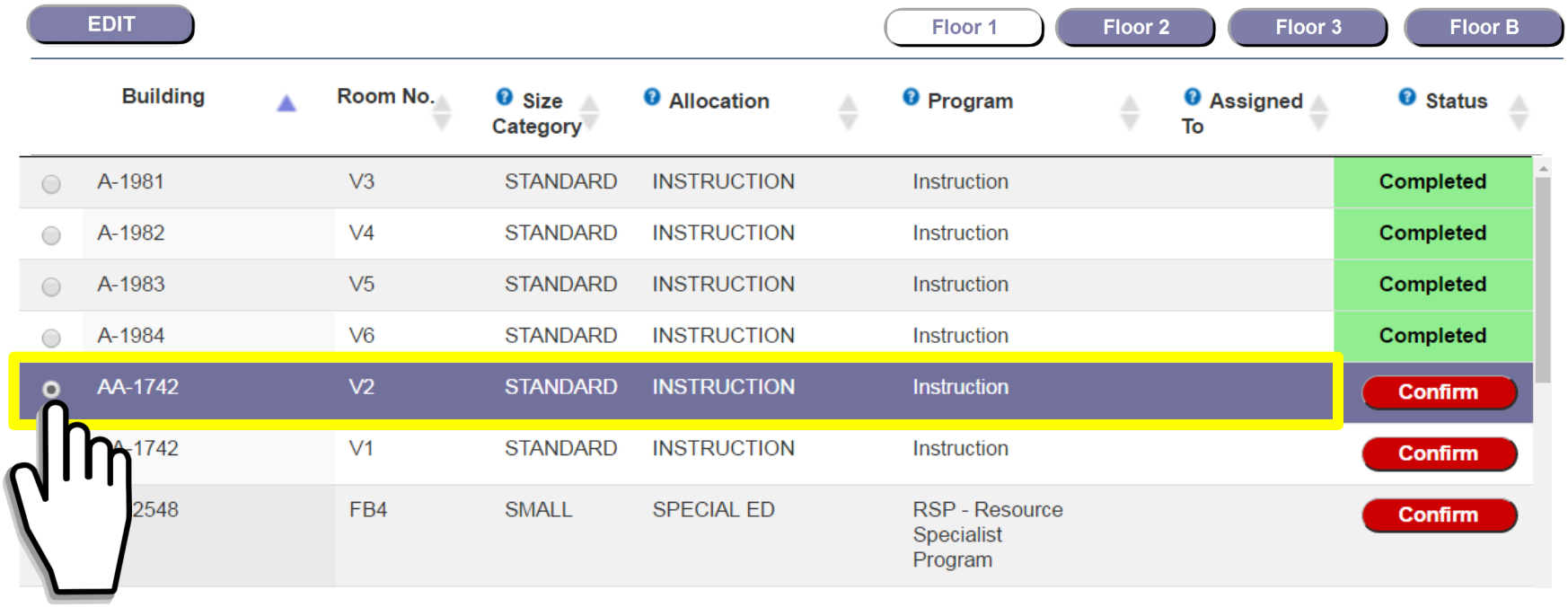
In the Classroom Inventory Table, verify each classroom's Room Number, Size Category, Allocation, Program, and, for Co-Located Charters or District Set-Asides, Assigned-To. If everything is correct, click Confirm, and the classroom's status will change from a red Confirm button,

Classroom Inventory – Edit Classroom



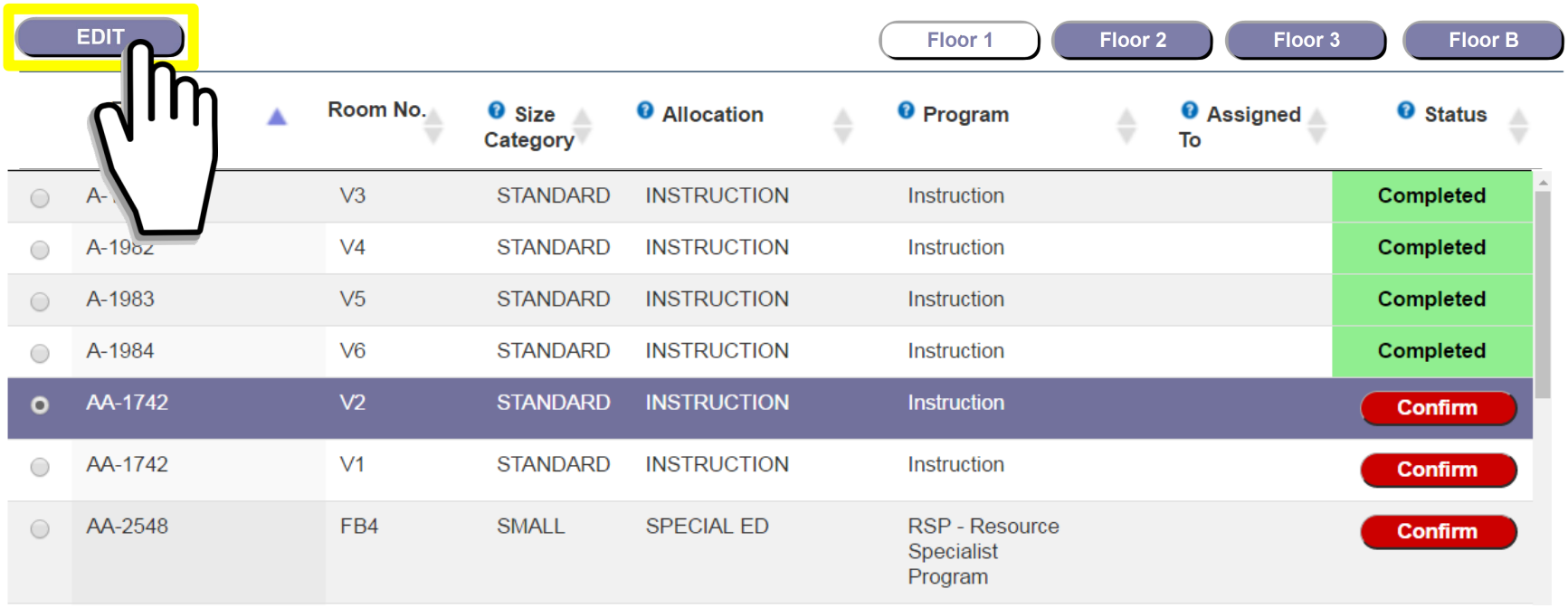
to a green Completed highlight.

Classroom Inventory – Edit Classroom



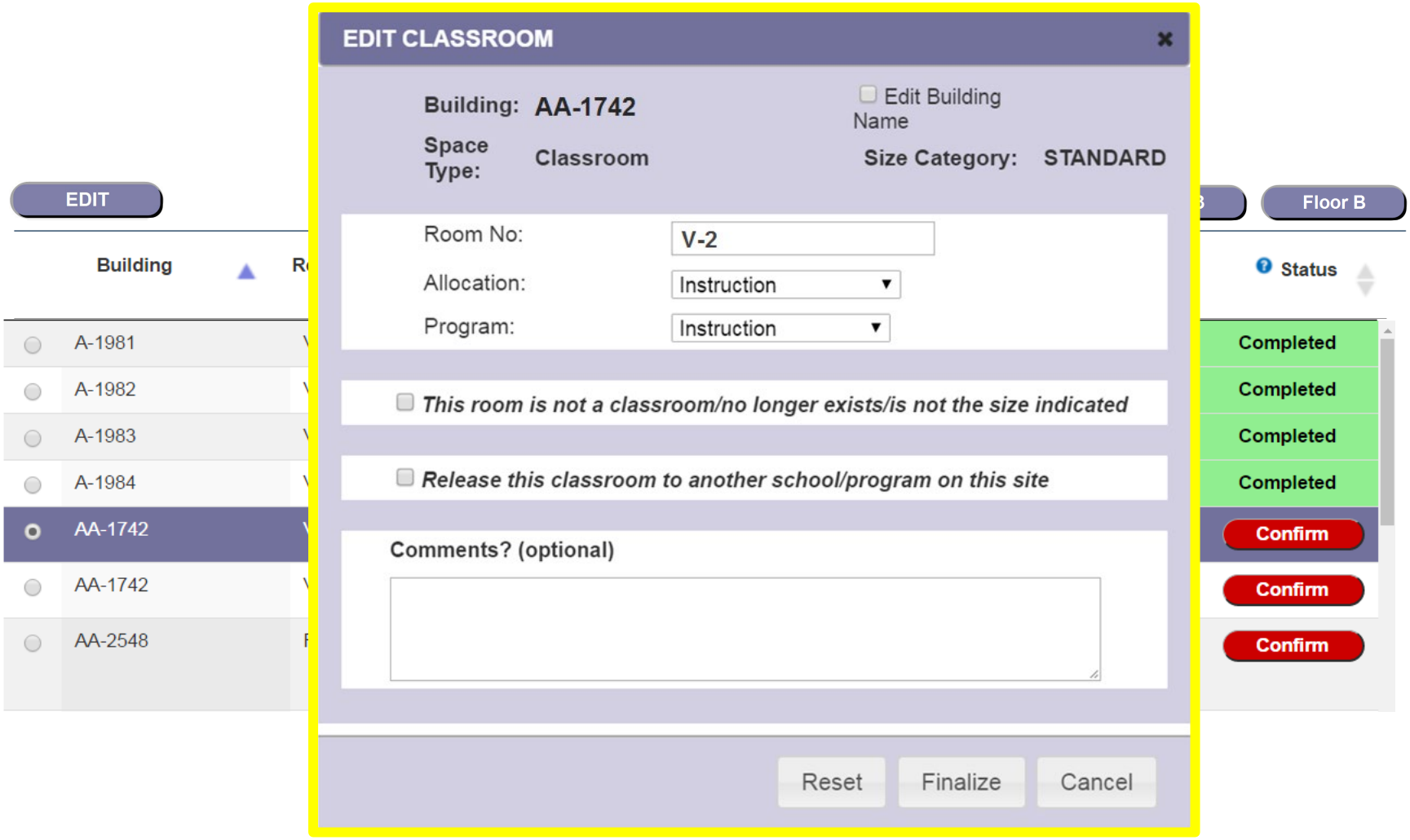
If you come to a classroom that has any incorrect information, you must perform an edit. Click on the classroom's radio button to select the classroom's record,

Classroom Inventory – Edit Classroom



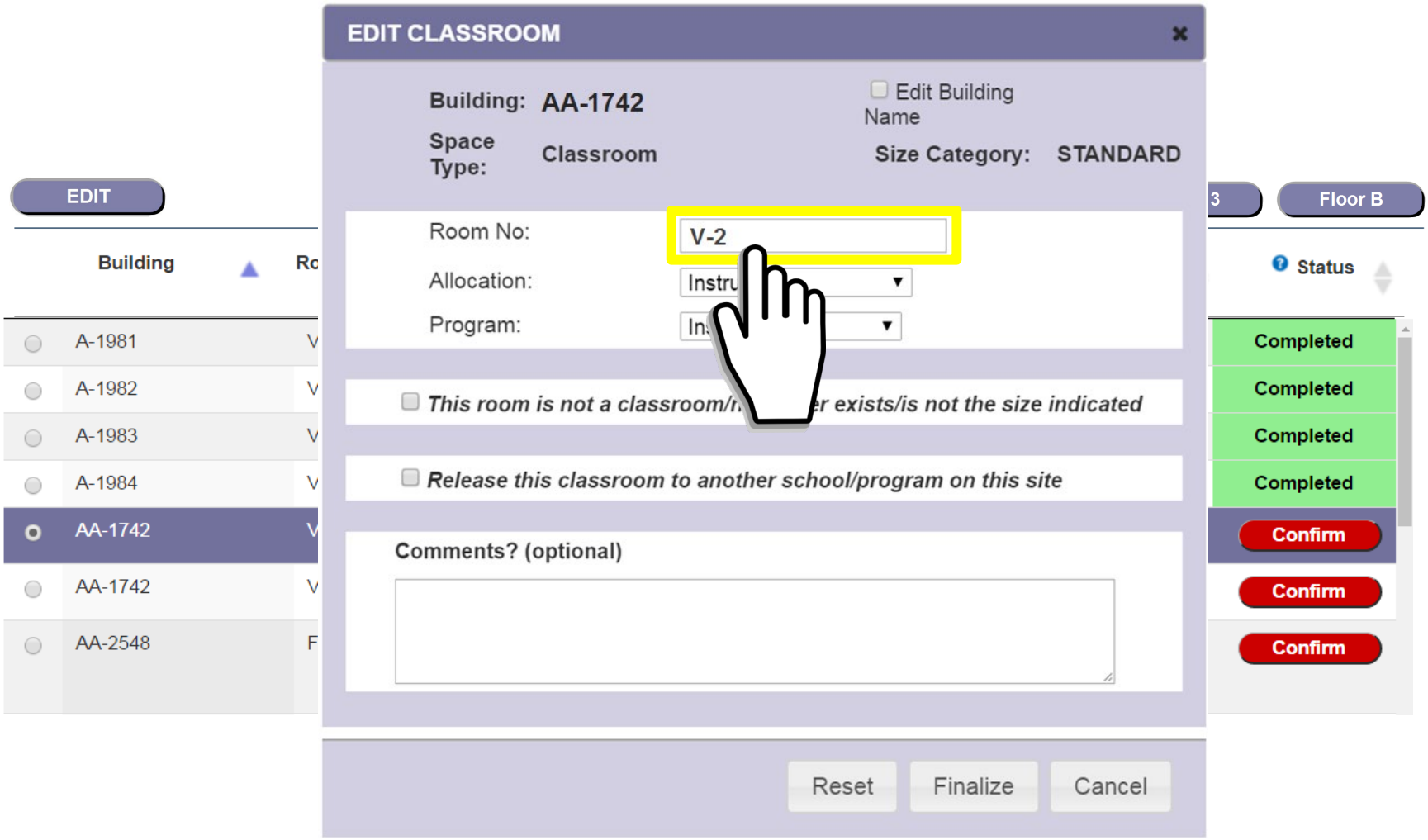
then click the EDIT button.

Classroom Inventory – Edit Classroom



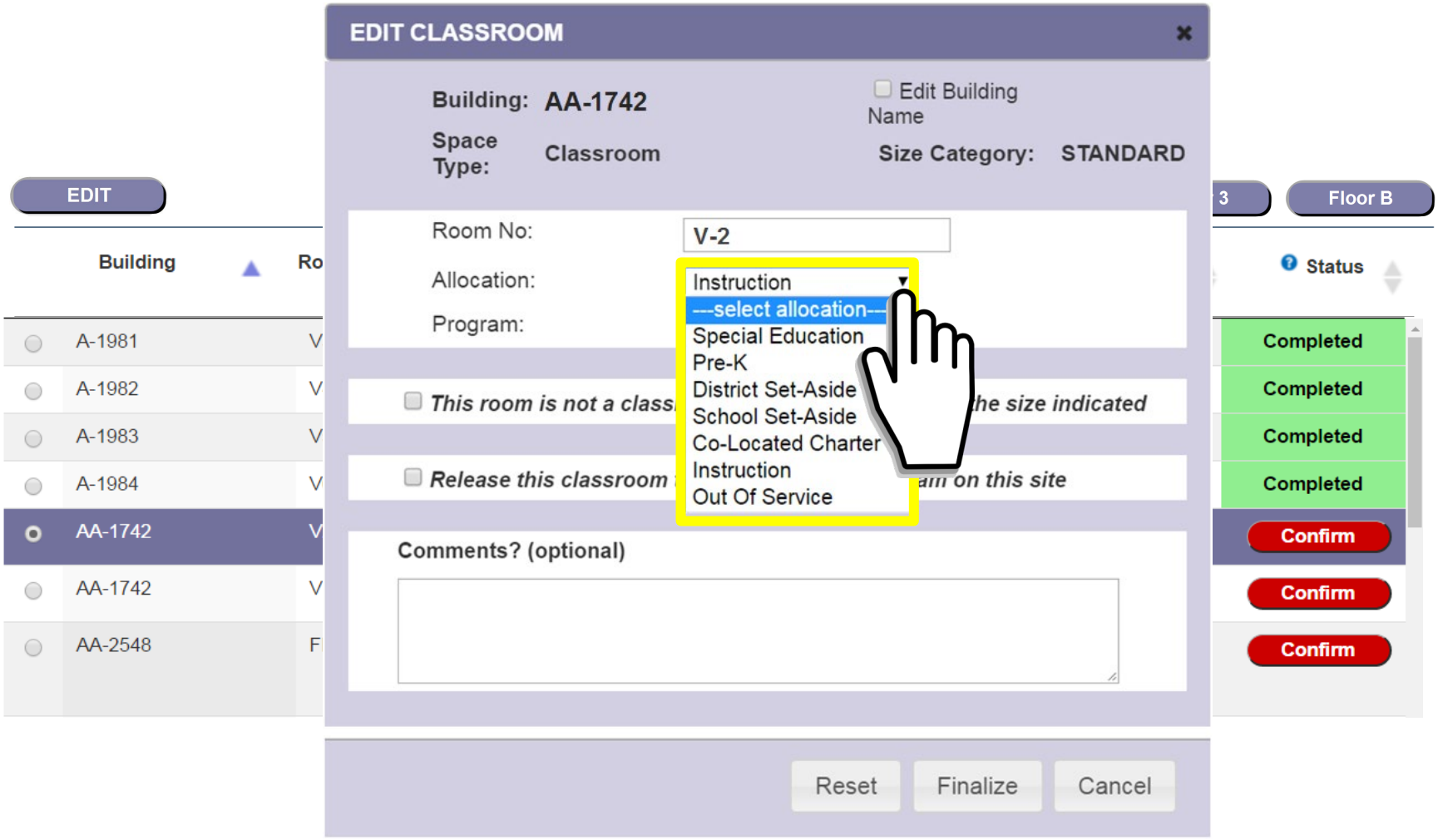
This will open the classroom's Edit Classroom window.

Classroom Inventory – Edit Classroom



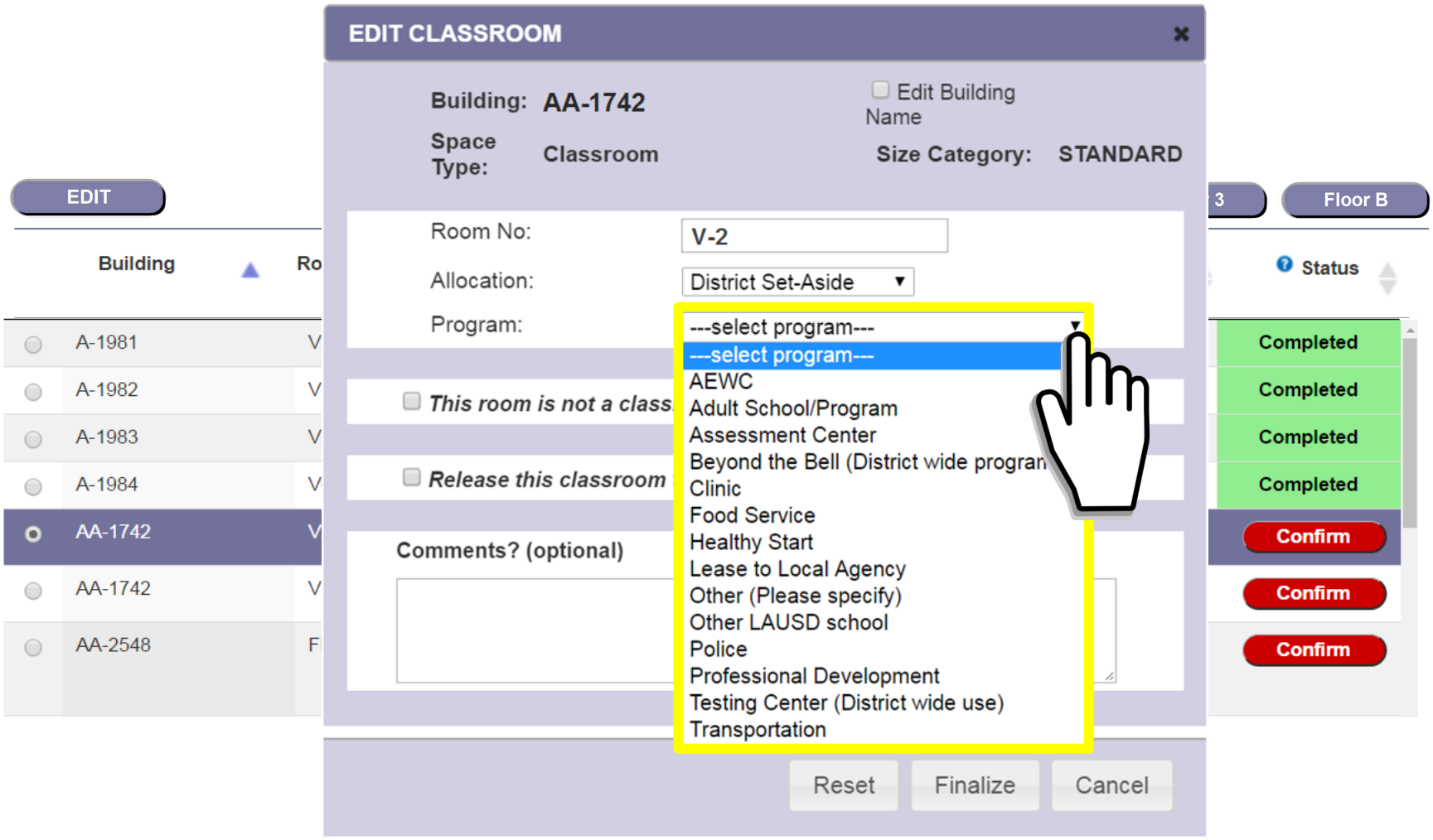
Click in any of the fields to make the necessary edits. To edit the Room Number, enter text directly into the Room Number box.

Classroom Inventory – Edit Classroom



To edit a classroom's Allocation…

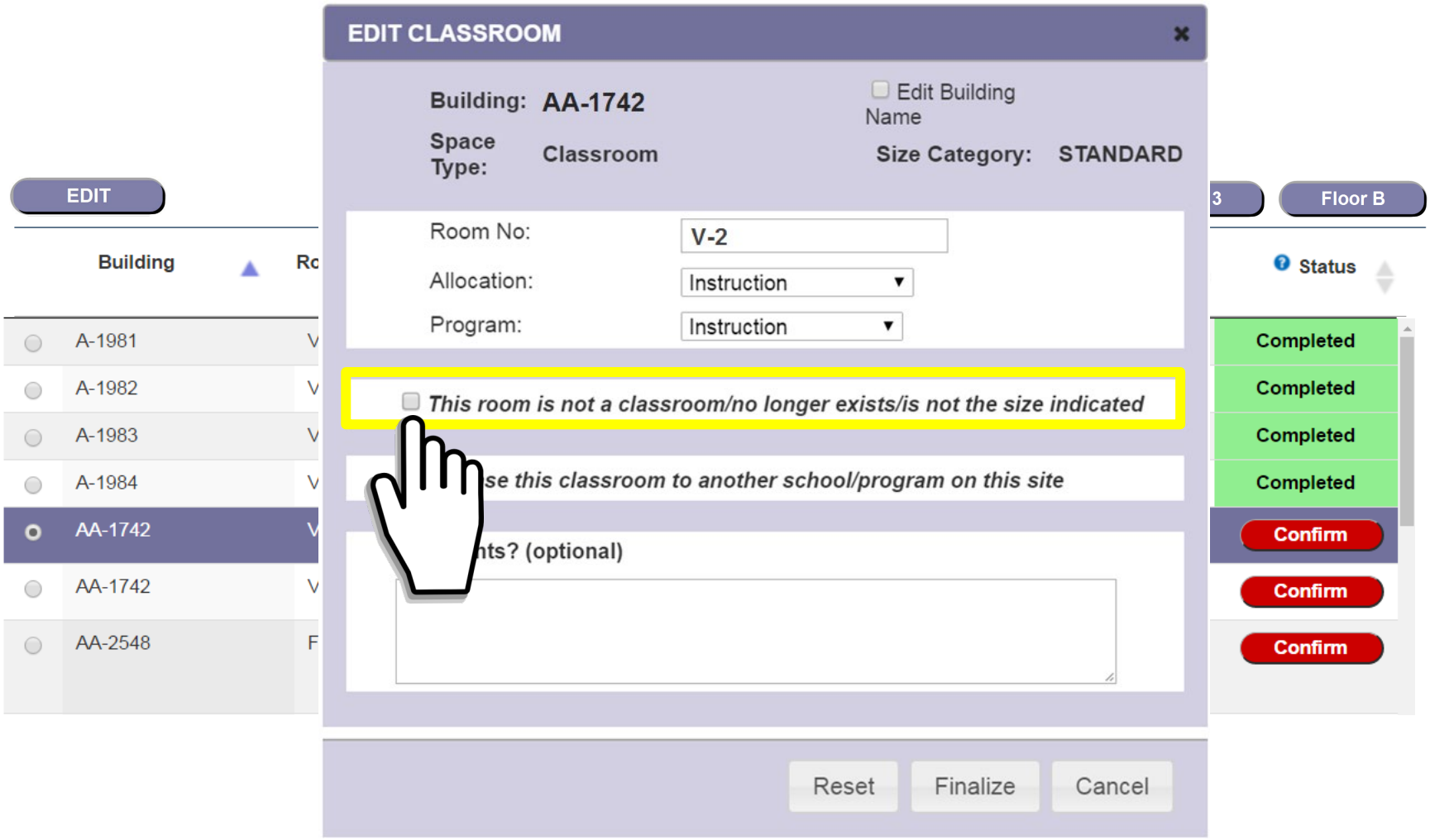
Classroom Inventory – Edit Classroom



…or Program, click the drop-down menus and select the options you want.

If you change a classroom's Allocation, you must also select a corresponding Program for that classroom.

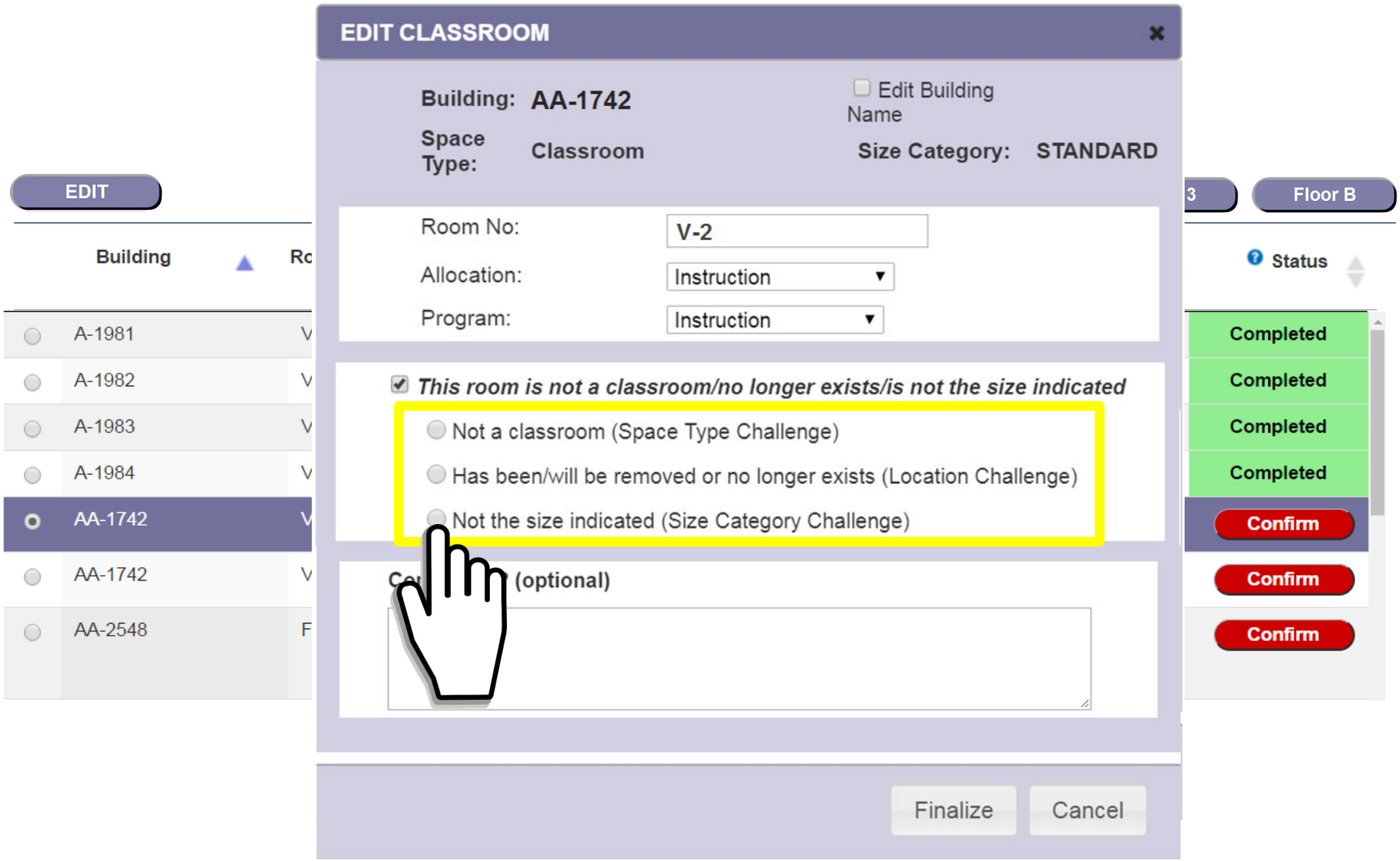
Classroom Inventory – Edit Classroom



If you determine that a space is not a classroom, that it has been removed and should no longer appear in your school's classroom inventory, or that its recorded size category is incorrect, you may make a Challenge.

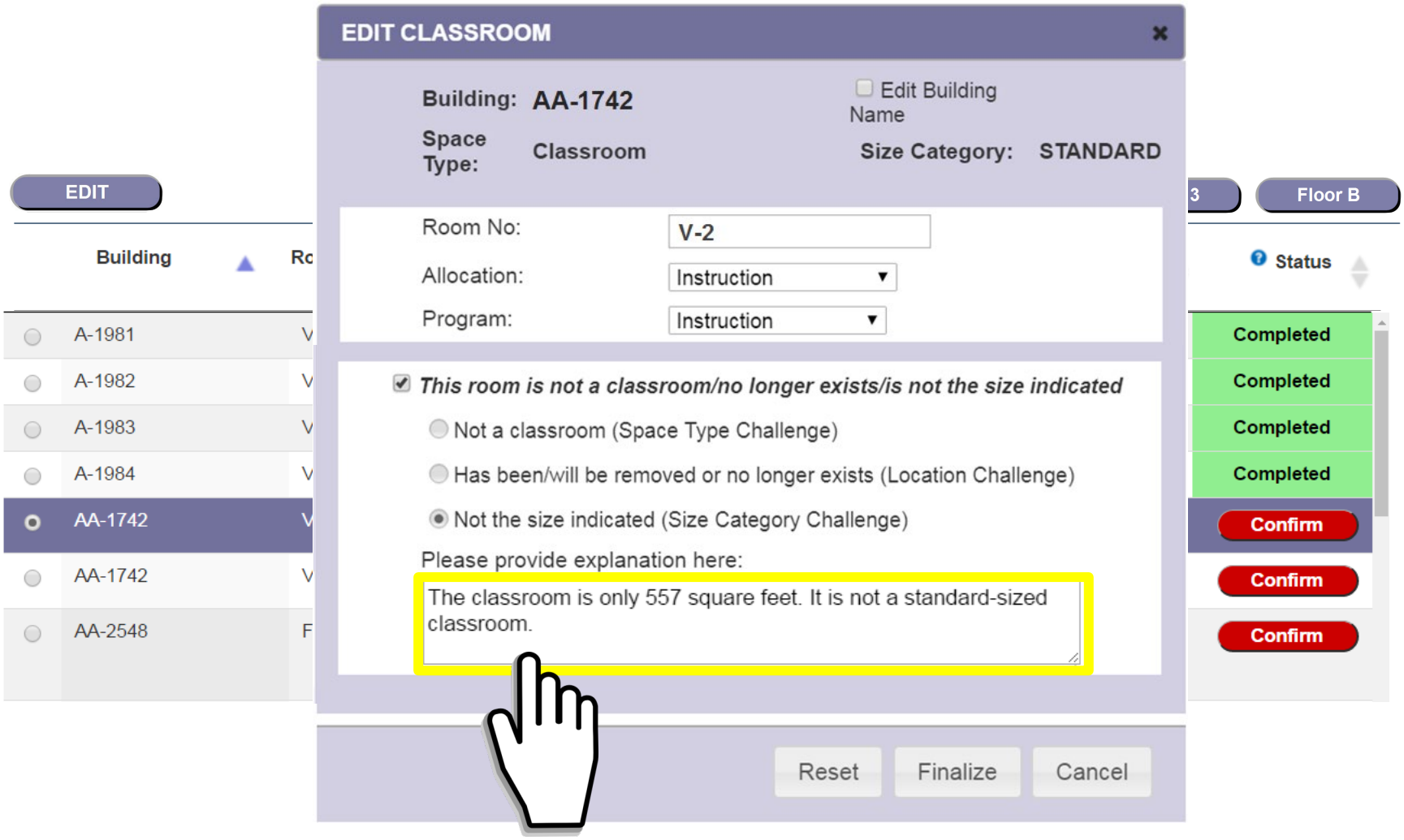
Click the challenge box,

Classroom Inventory – Edit Classroom



and the Challenge option panel will open. Click on the radio button that indicates the kind of challenge you want to make.

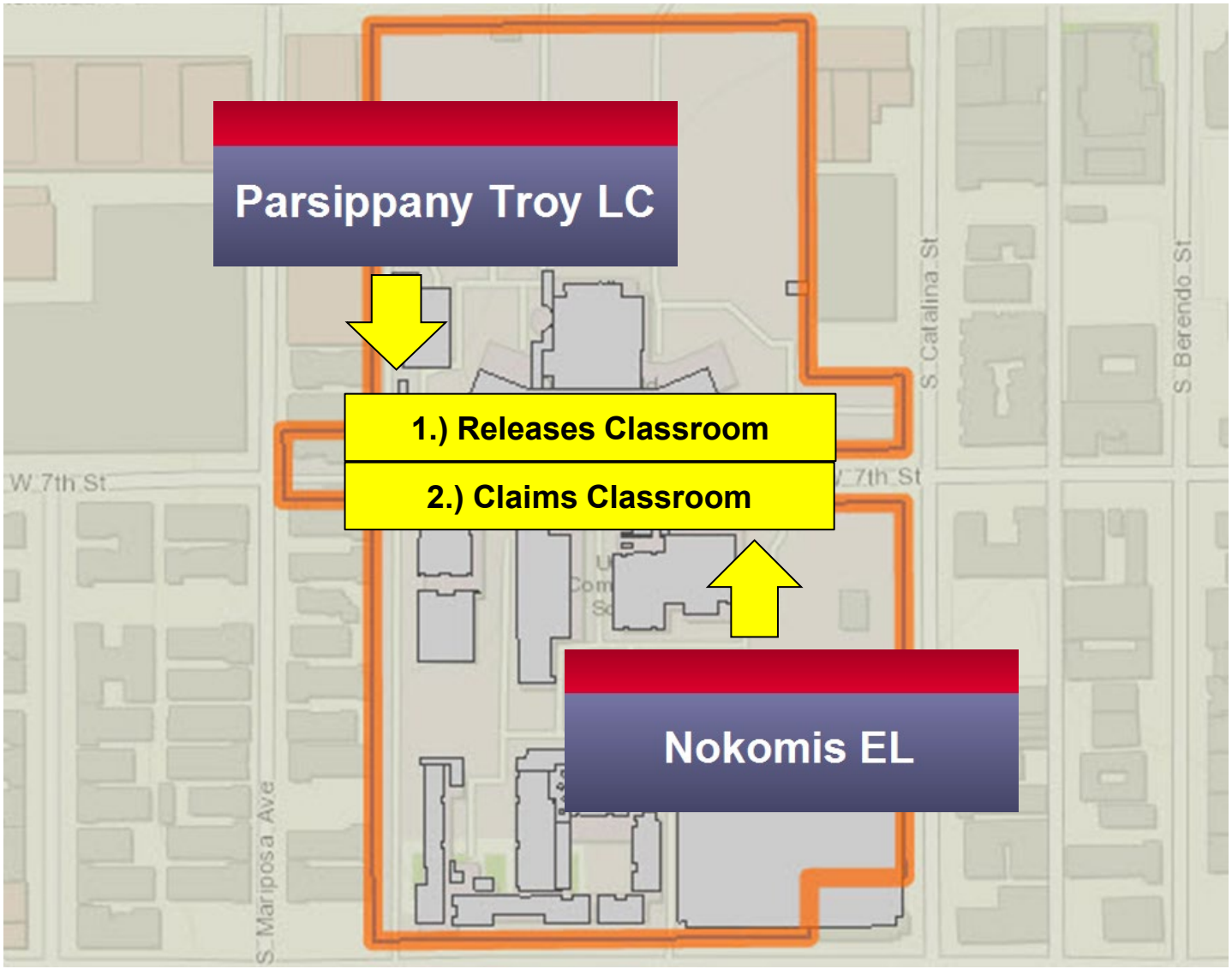
Classroom Inventory – Edit Classroom



In the text box, provide an explanation for why you believe the classroom's Space Type, Location or Size Category is incorrect.

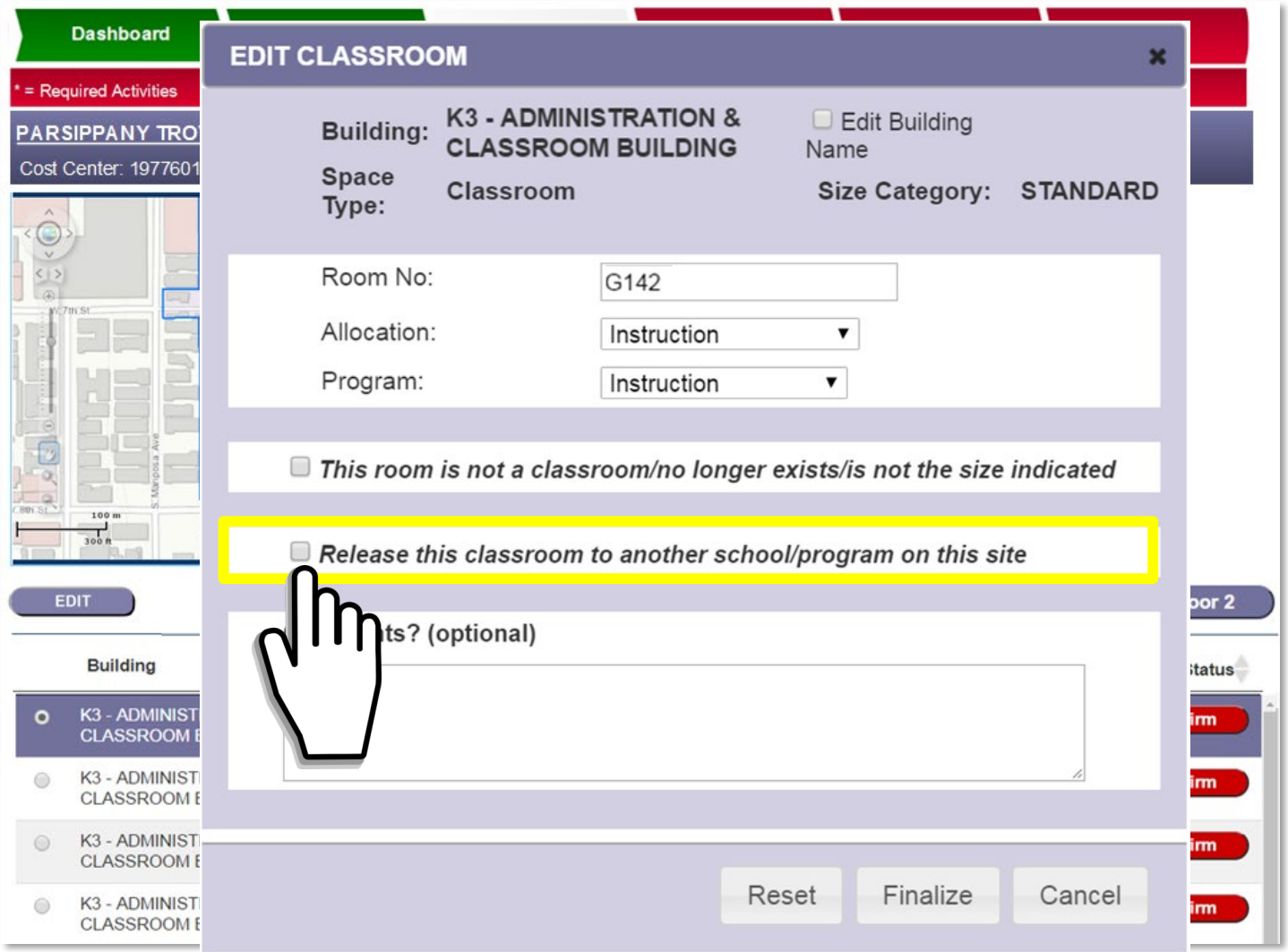
Click Finalize when you are finished.

Classroom Inventory – Release & Claim



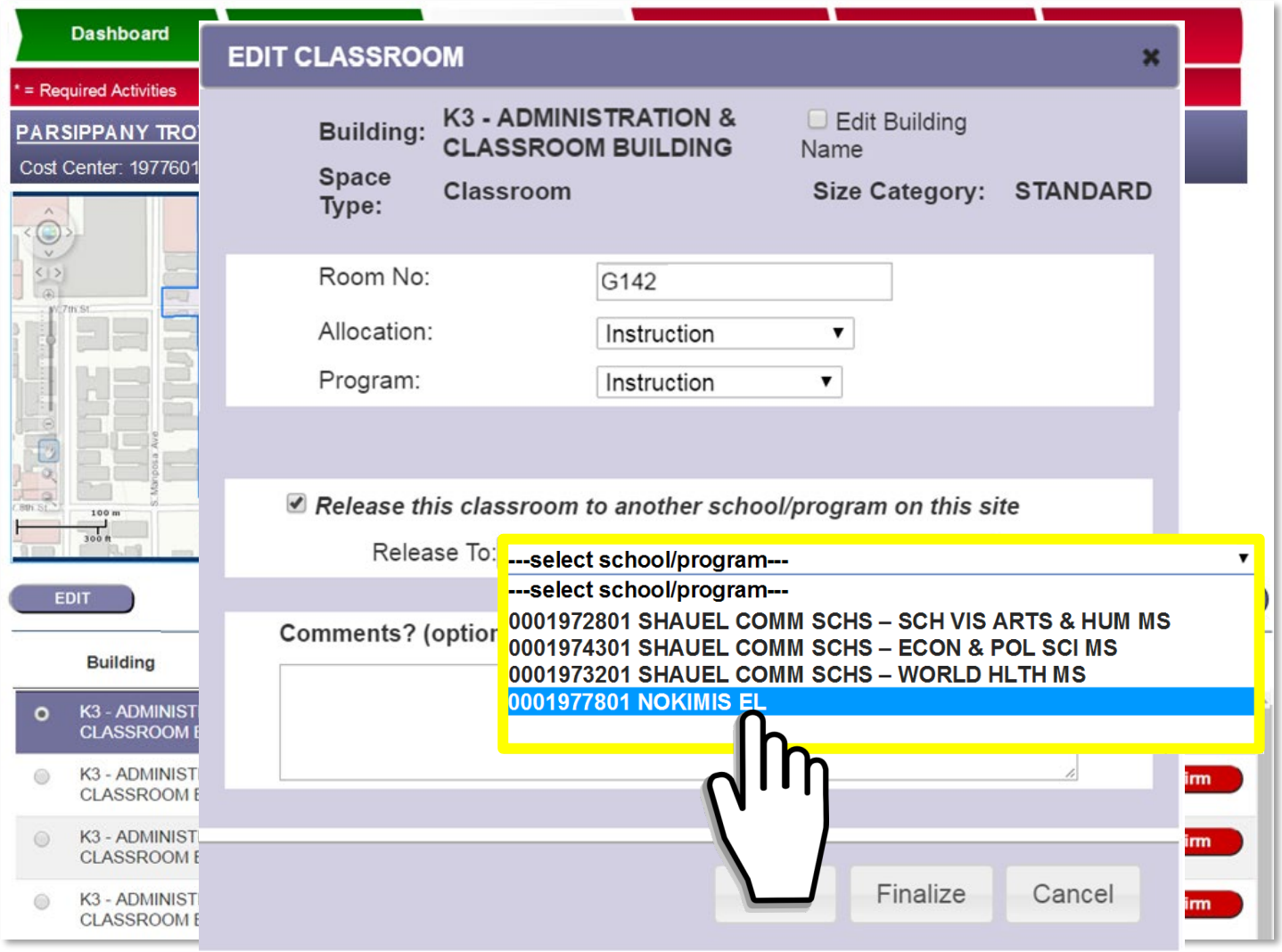
Host schools located on the same campus may decide on a plan to reassign one or more classrooms between themselves. The host school releasing the classroom takes the first step in the transaction. The host school receiving the classroom finalizes the transaction by claiming the classroom.

Classroom Inventory – Release & Claim



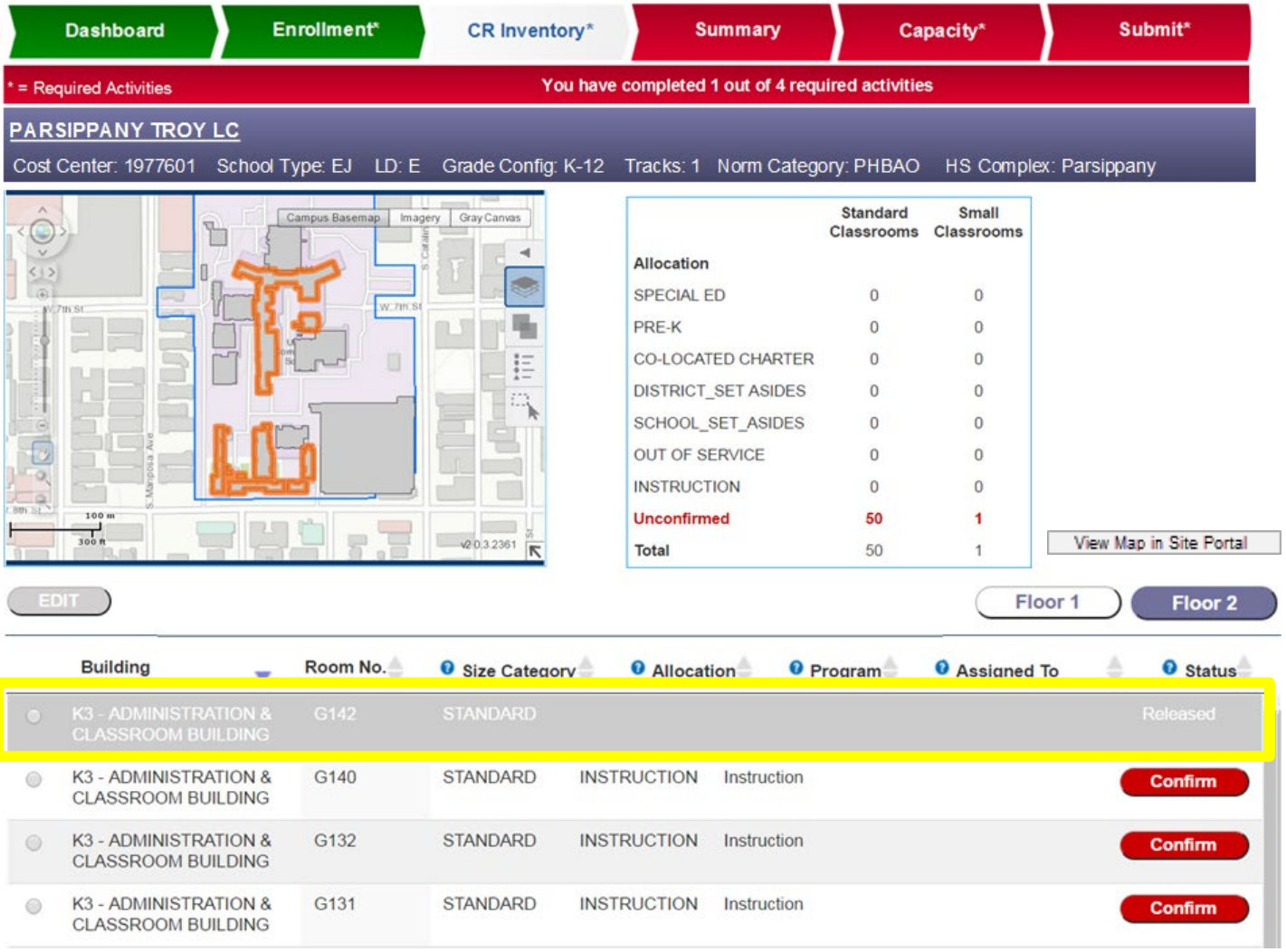
If yours is the host school that is RELEASING a classroom to another school on your campus, select the “Release this classroom” checkbox.

Classroom Inventory – Release & Claim



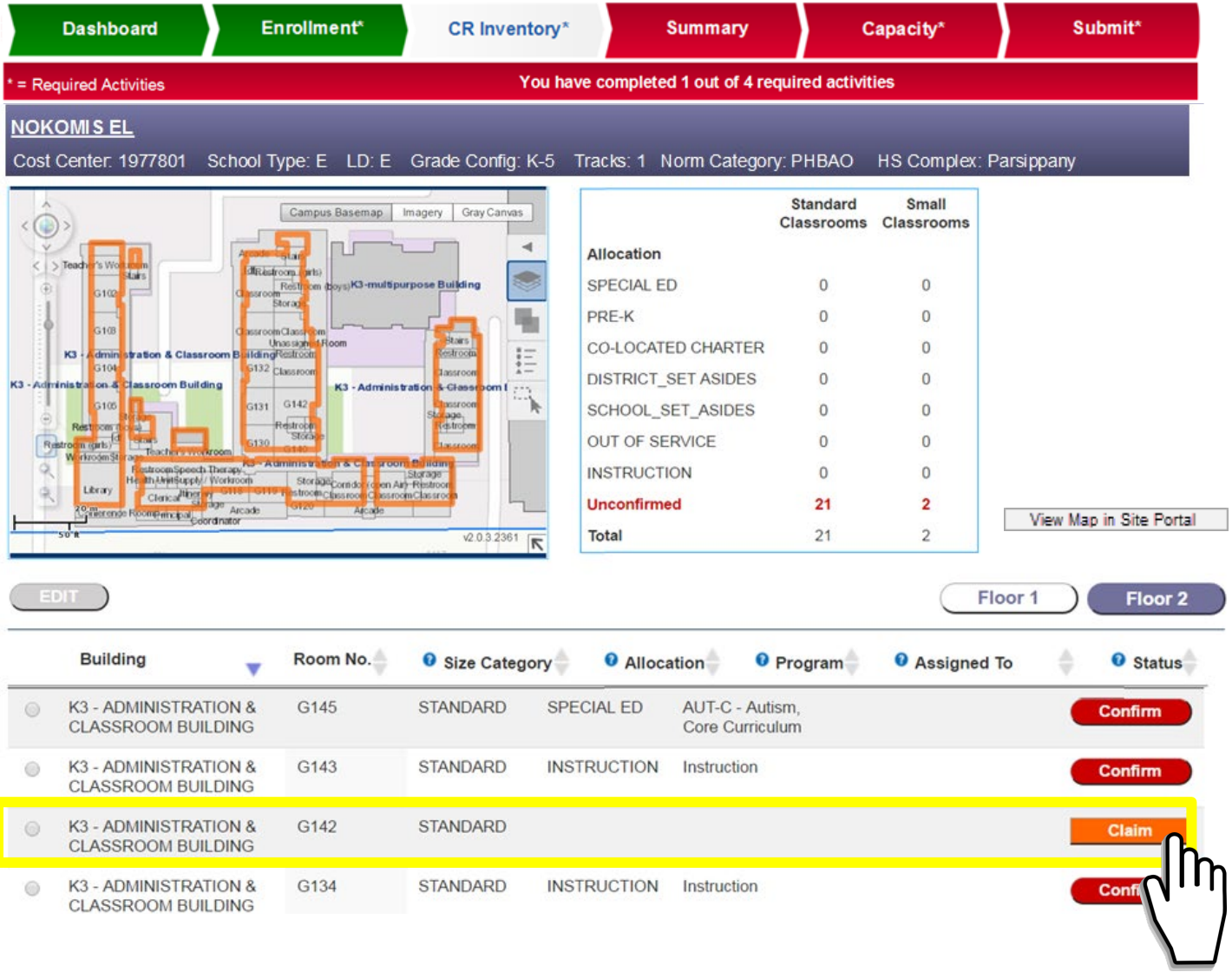
Click the “Release To” drop-down, select the school you want to release the classroom to, and then click Finalize.

Classroom Inventory – Release & Claim



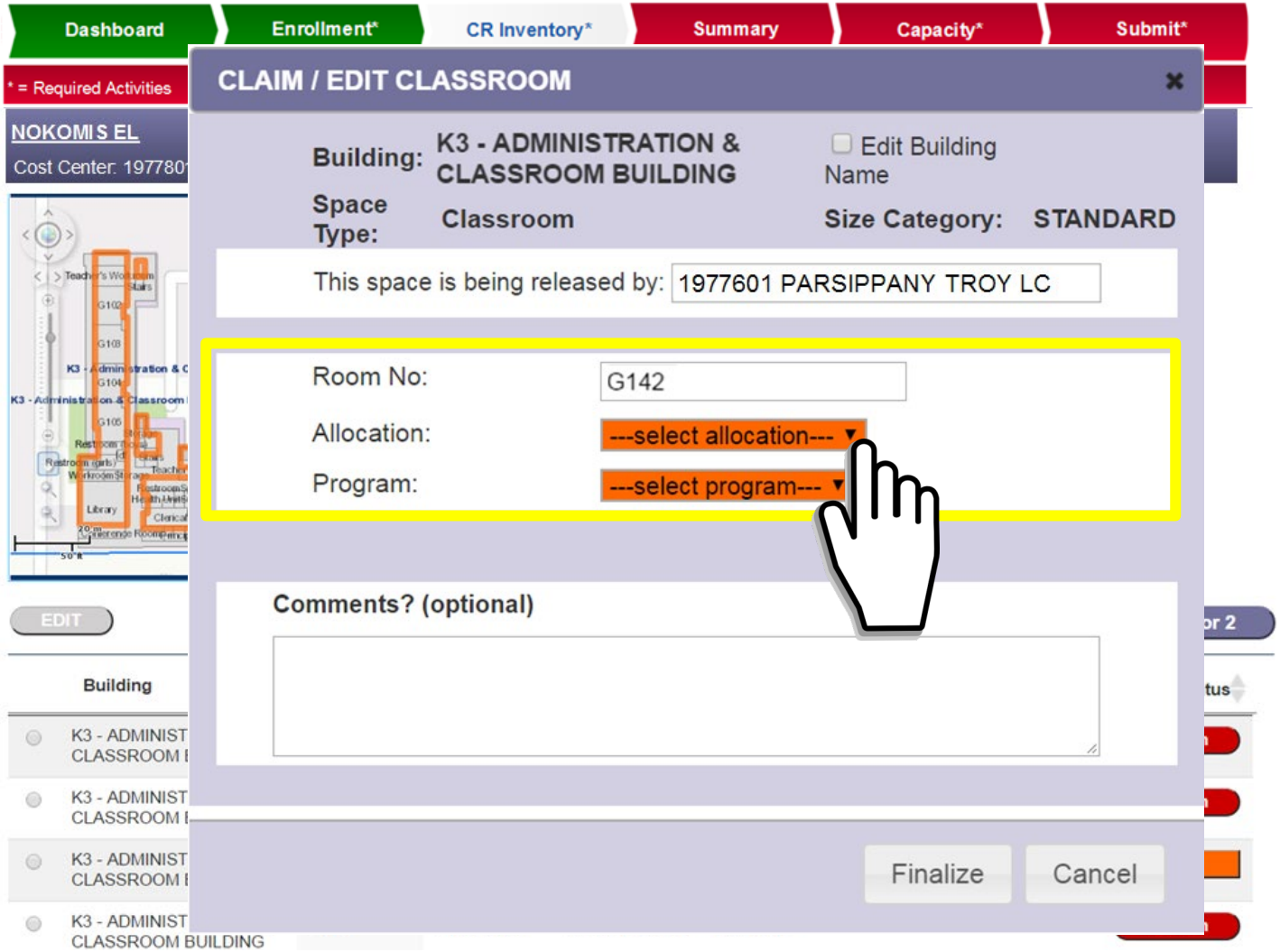
The classroom's record is now grayed out on the releasing school's classroom inventory list, and shows as 'Released.' It will remain grayed-out but editable until the receiving school claims it.

Classroom Inventory – Release & Claim



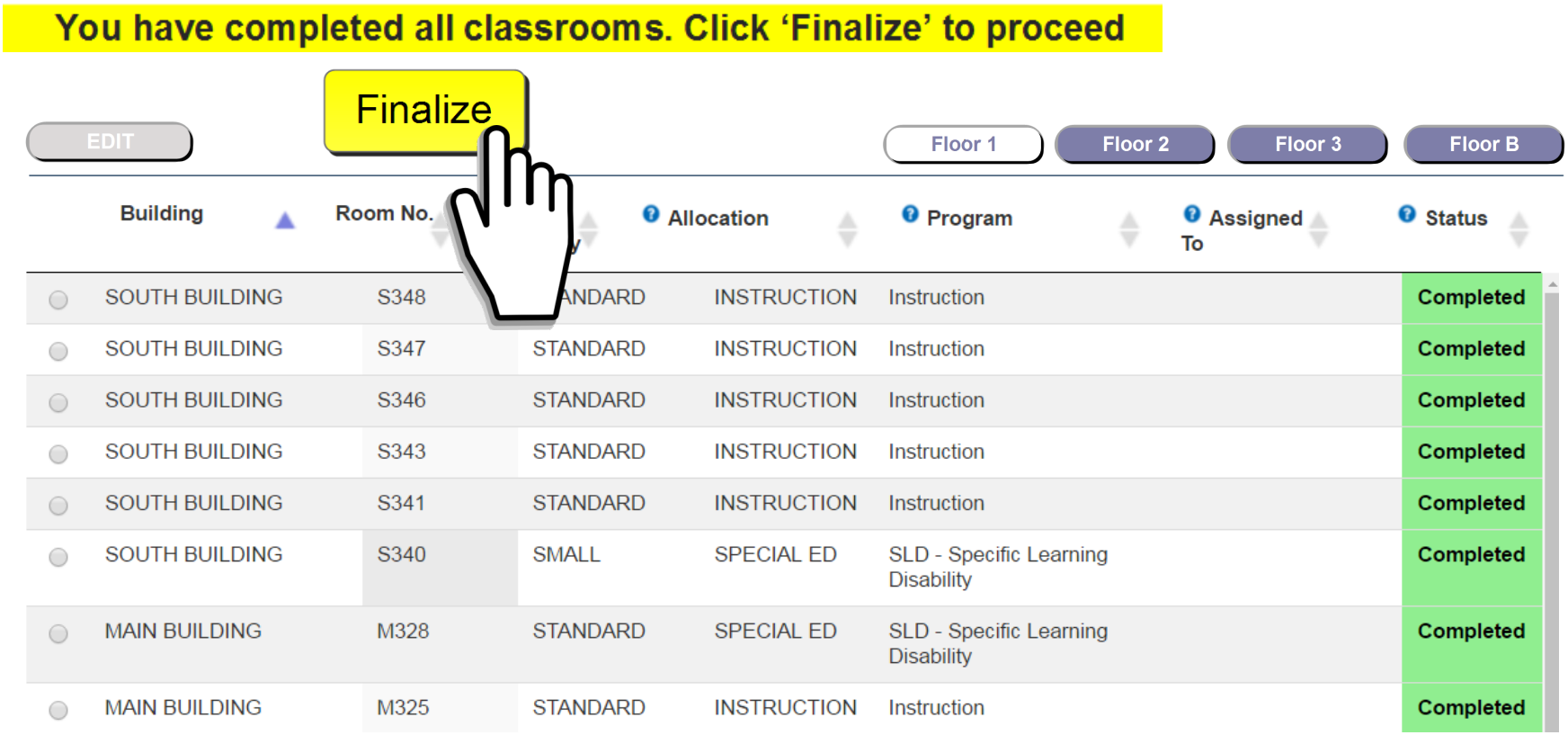
If yours is the host school that is <u>RECEIVING</u> the classroom, you will now see the classroom appear in your classroom inventory list. Click on the classroom's Claim button.

Classroom Inventory – Release & Claim



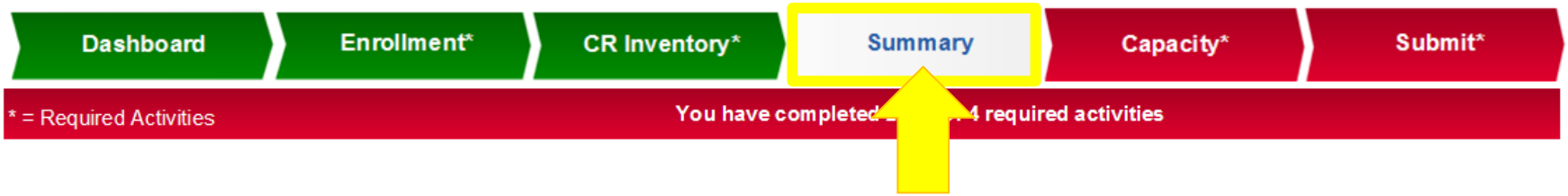
This will open the Claim / Edit Classroom window. You must update the classroom's Allocation and Program. Clicking Finalize will permanently bring the classroom into the the receiving school's inventory, and will remove it from the releasing school's inventory.

Classroom Inventory - Finalize



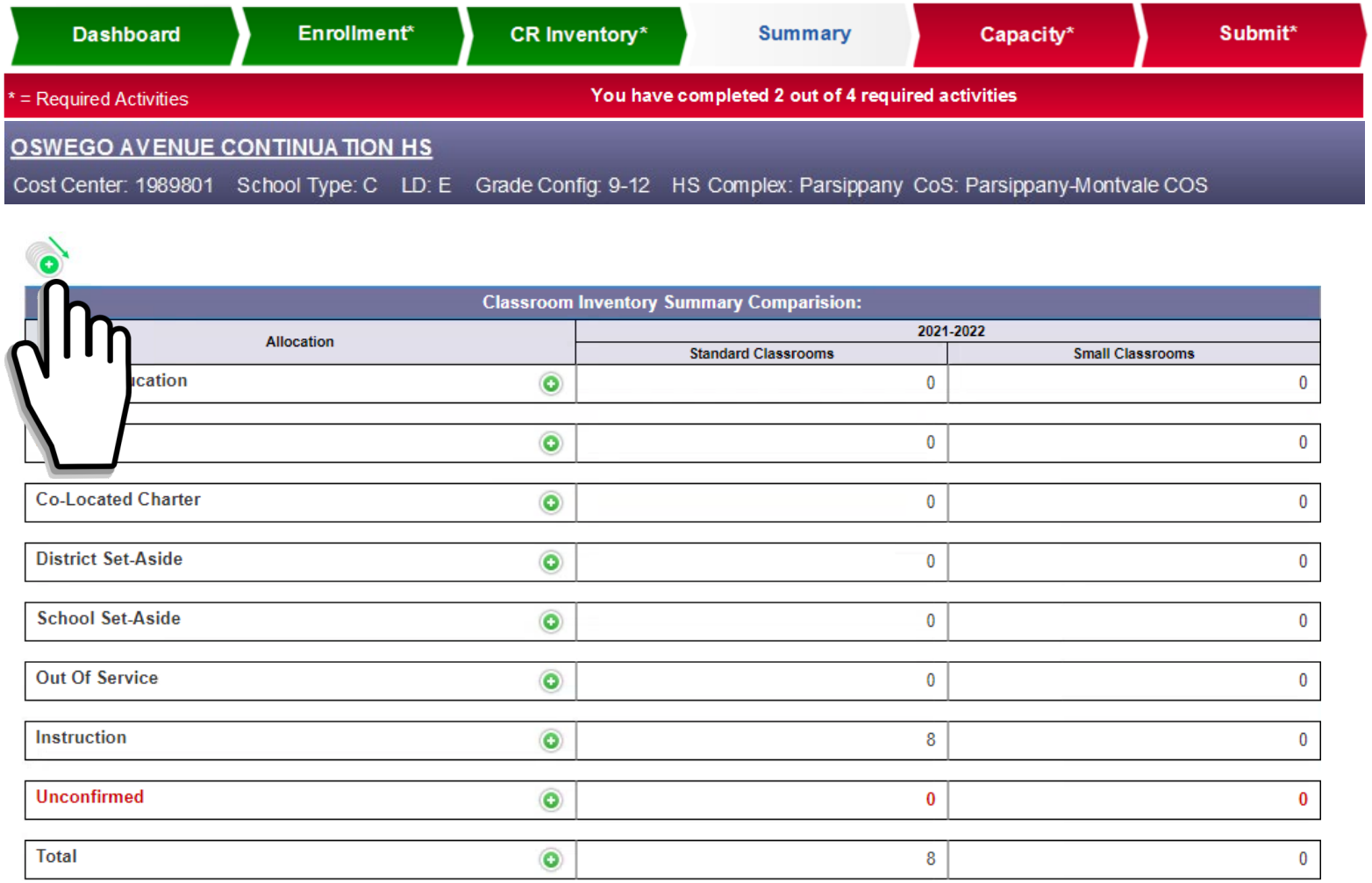
Once every classroom on every floor of your school has been completed, the Finalize button and message will appear. Click on the Finalize button to tell E-CAR that all the required activities on the Classroom Inventory screen are finished.

Summary



TAB 4- THE SUMMARY SCREEN

Summary



The Summary screen provides a running tally, by allocation, of the classrooms in your school's inventory. Clicking on the expansion icon…

Summary

Dashboard | Enrollment* | CR Inventory* | Summary | Capacity* | Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

Allocation	2021-2022	
	Standard Classrooms	Small Classrooms
	8	0

	2021-2022			2020-2021			
oom No.	Allocation	Program	Size Category	Allocation	Program	Size Category	Change
SP-01	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-02	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-03	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-13	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-15	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
1	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
2	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
3	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program

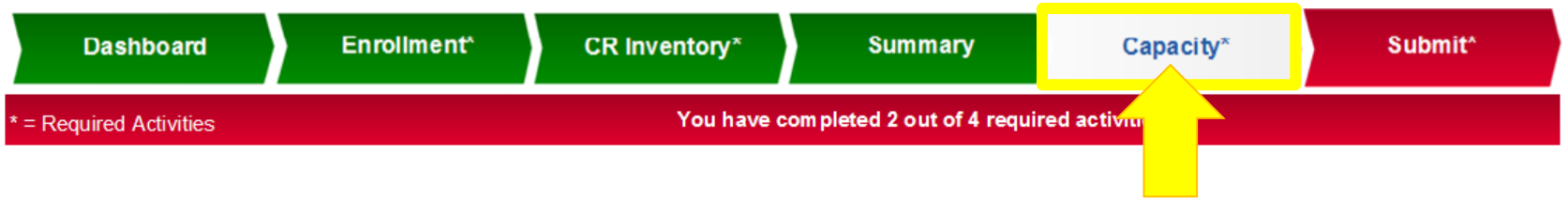
Allocation	2021-2022	
	Standard Classrooms	Small Classrooms
Unconfirmed	0	0

	2021-2022			2020-2021			
Room No.	Allocation	Program	Size Category	Allocation	Program	Size Category	Change

Allocation	2021-2022	
	Standard Classrooms	Small Classrooms
Total	8	0

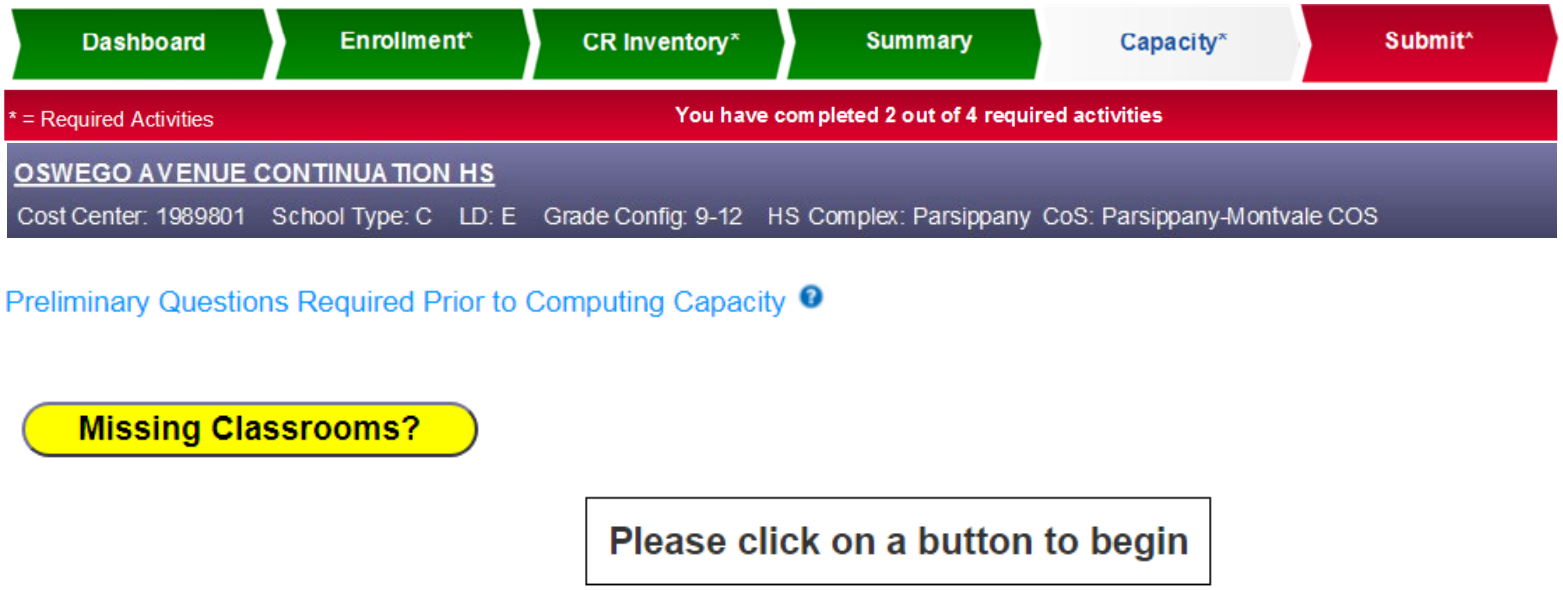
… toggles between collapsed and expanded views.

Capacity



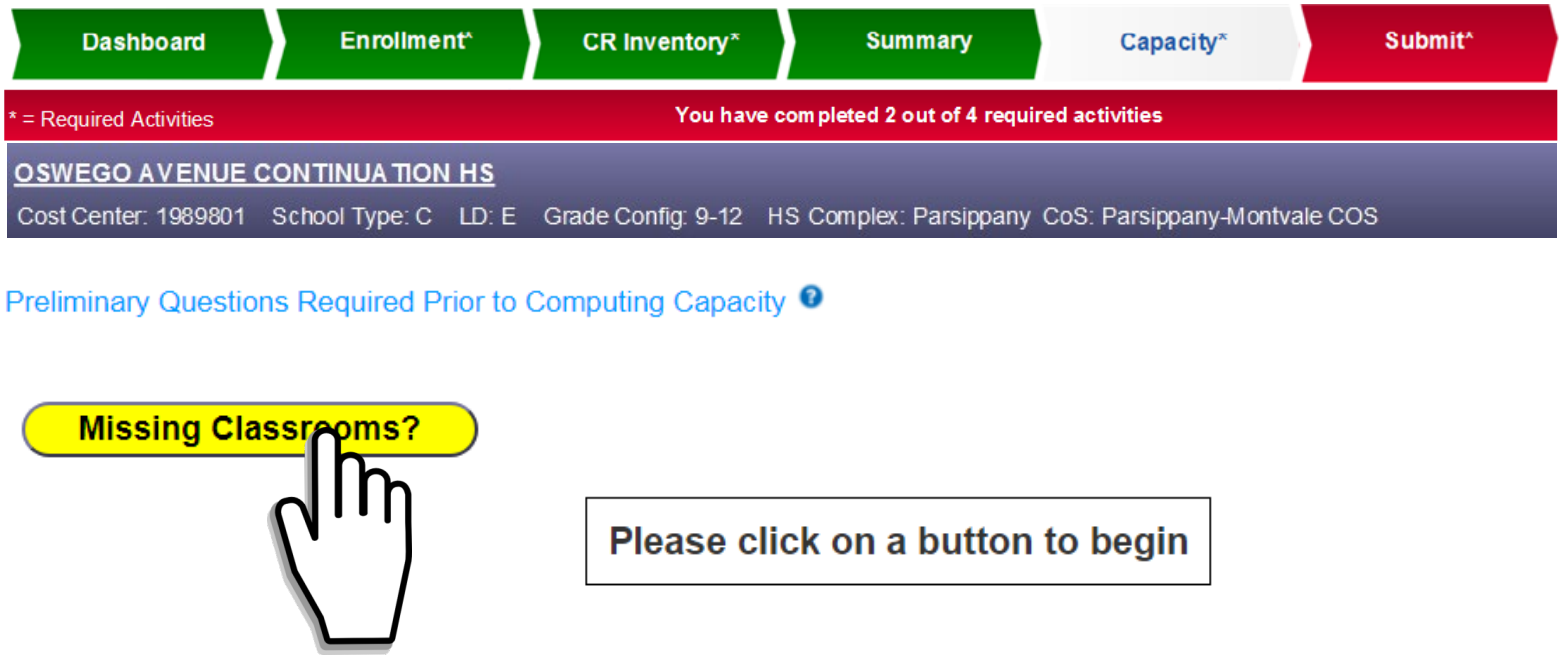
TAB 5- THE CAPACITY SCREEN

Capacity – Options Schools



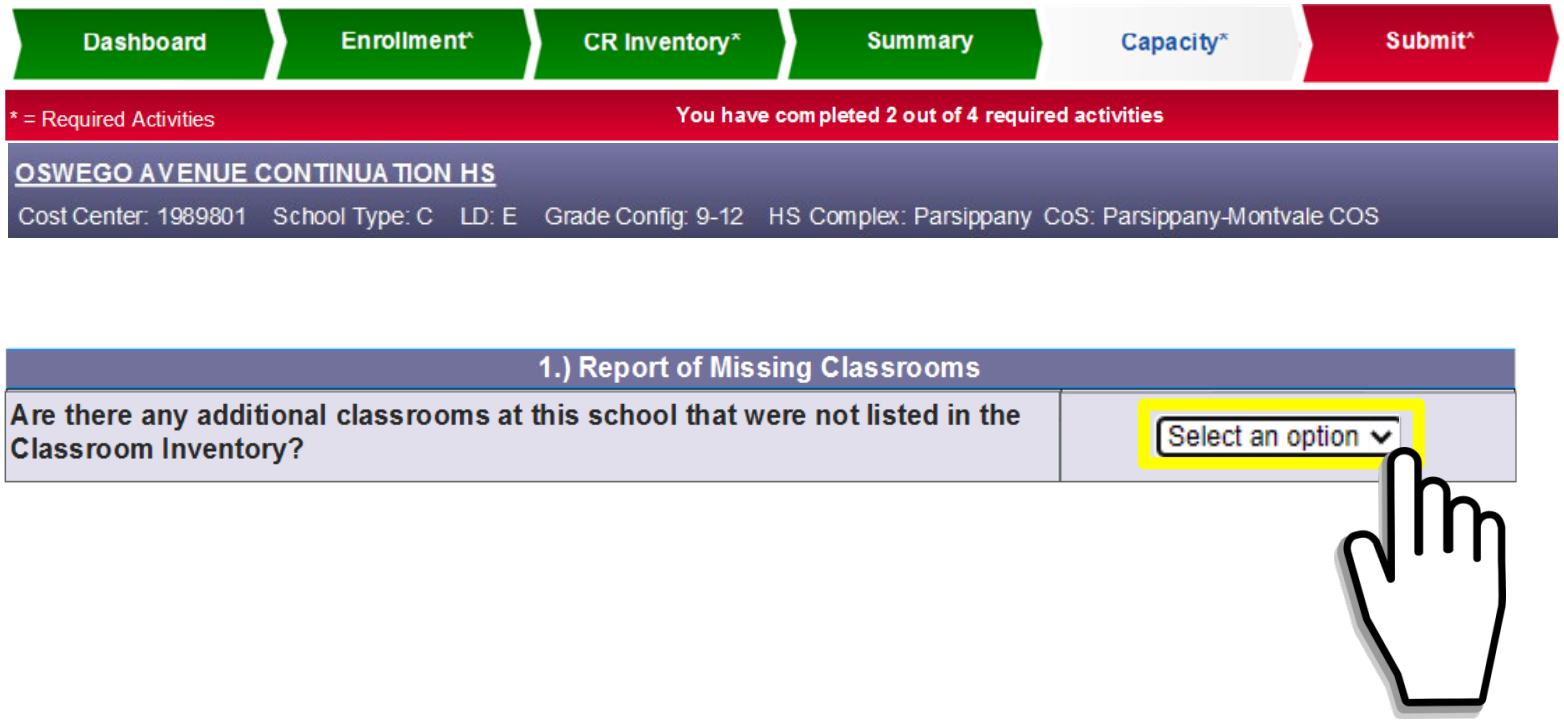
The Capacity screen ***Requires Principal Interaction***. For Options Schools: You must complete the CR Inventory screen before you will be able to complete the Capacity screen. On the Capacity screen, you will need to answer one preliminary question about missing classrooms. Reporting on classrooms that are missing from your school's classroom inventory is required to correctly account for all existing classrooms at your school and to ensure that the resulting capacity calculation is as accurate as possible.

Capacity – Options Schools



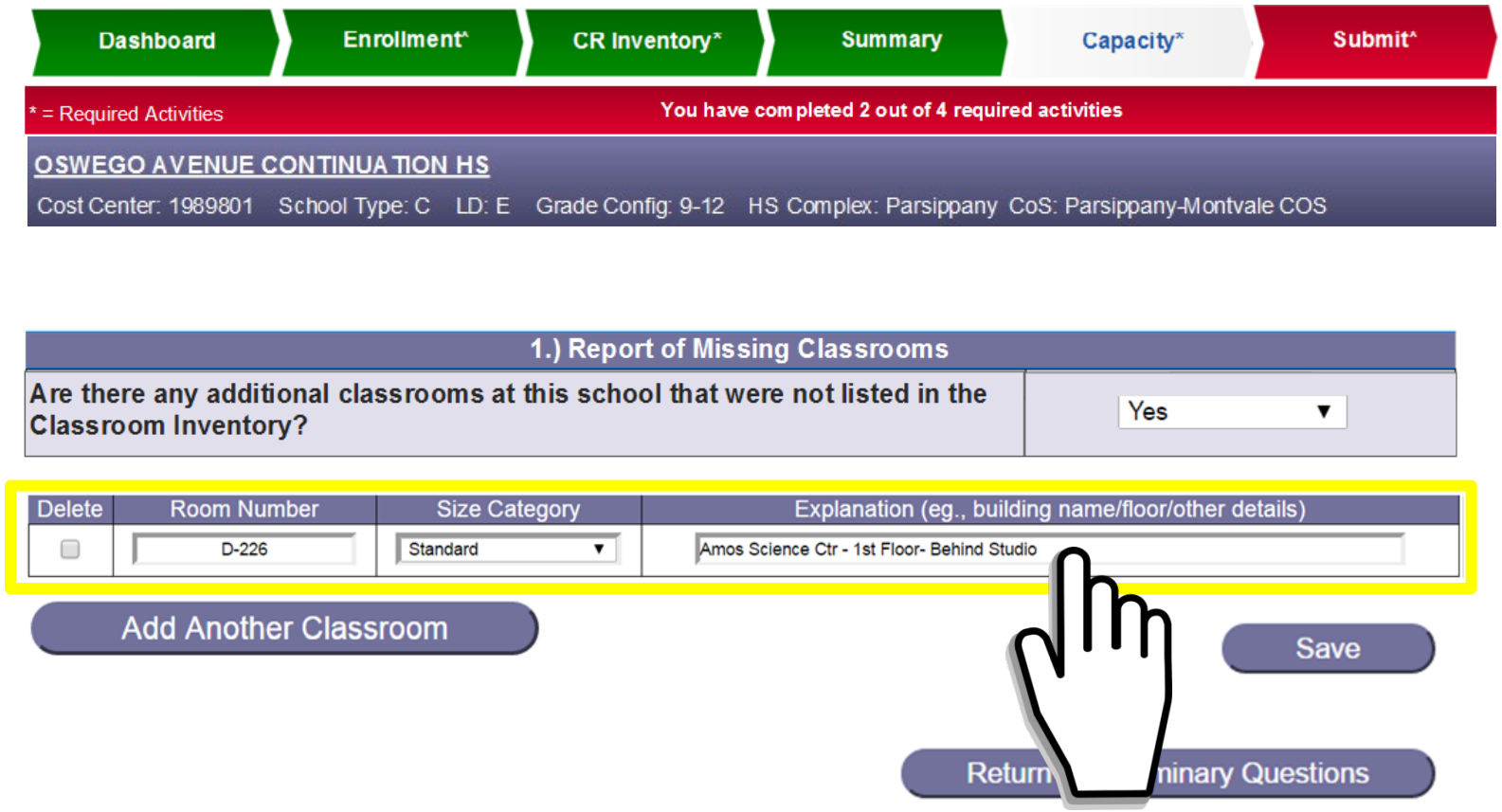
Click on the Missing Classrooms button to answer the question.

Capacity – Options Schools



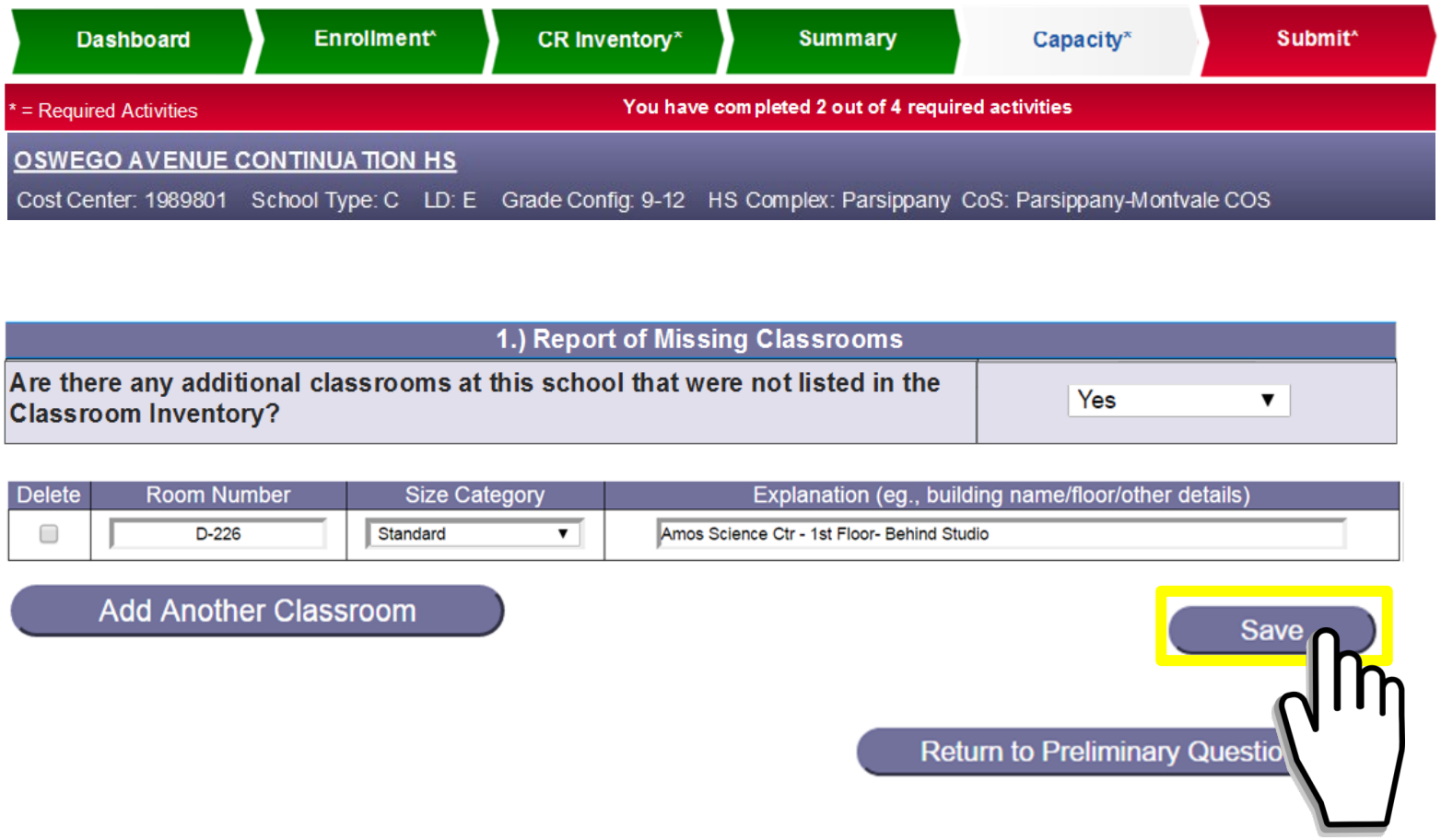
On the Report of Missing Classrooms screen, answer Yes or No as to whether there were any classrooms missing from your school's E-CAR classroom inventory.

Capacity – Options Schools



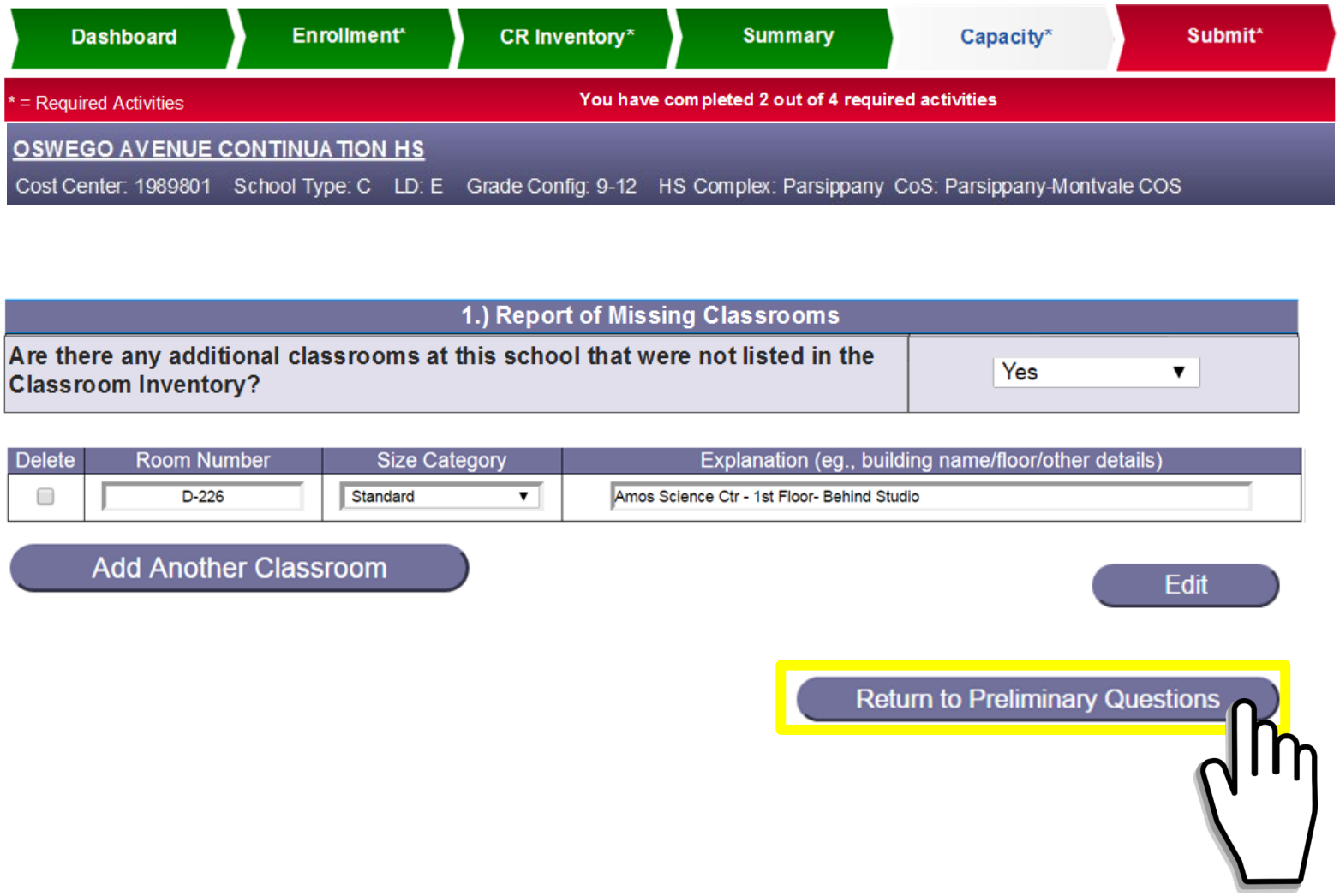
If YES, fill in all the required fields to identify the missing classroom(s).

Capacity – Options Schools



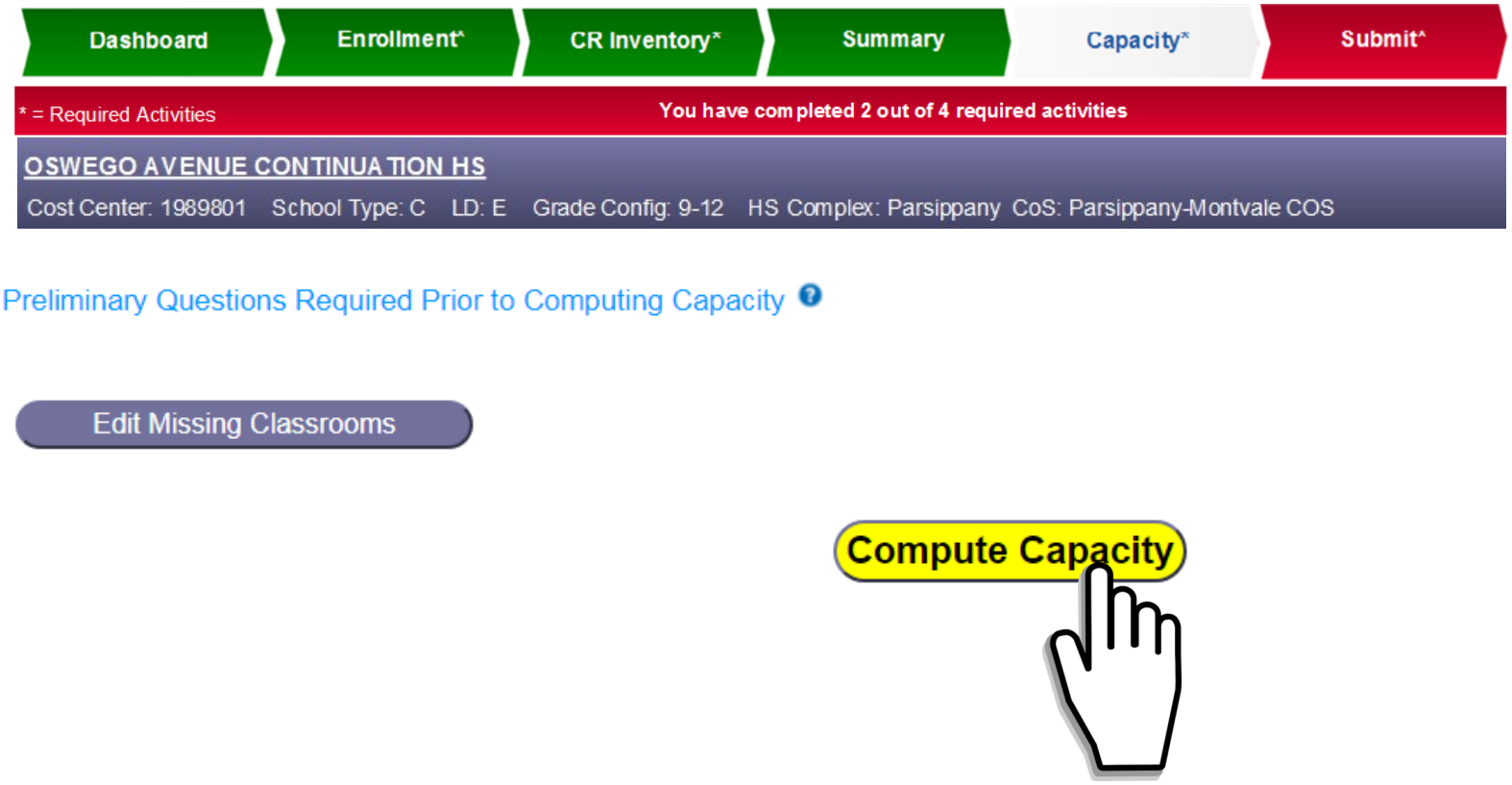
Click SAVE when you are finished.

Capacity – Options Schools



Then click Return to Preliminary Questions.

Capacity – Options Schools



Click the Compute Capacity button.

Capacity – Options Schools

Dashboard | Enrollment^ | CR Inventory* | Summary | Capacity* | Submit^

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

Edit Preliminary Questions

ALTERNATE CURRICULUM ENVIRONMENT SCHOOL CAPACITY SUMMARY

Allocation of Classrooms	Rooms Needed	Capacity in Rooms Needed
	5	145

School-Wide Capacity		
Total of Classrooms Available for Instruction	6	
Total of Classrooms Needed for Instruction	5	
Under/Over Allocated Classrooms	1	
Capacity in Special Day Classes (All Levels)	1	
Adjustment to Capacity for Rooms Under/Over	29	

	Total 2-Sem Capacity	Total Enrollment	Capacity Less Total Enrollment
2-Semester Capacity	**175**	**129**	**46**

E-CAR will compute your school's capacity and display the Capacity Summary.

Capacity – Options Schools

Dashboard | Enrollment^ | CR Inventory* | Summary | Capacity* | Submit^

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

Edit Preliminary Questions

ALTERNATE CURRICULUM ENVIRONMENT SCHOOL CAPACITY SUMMARY

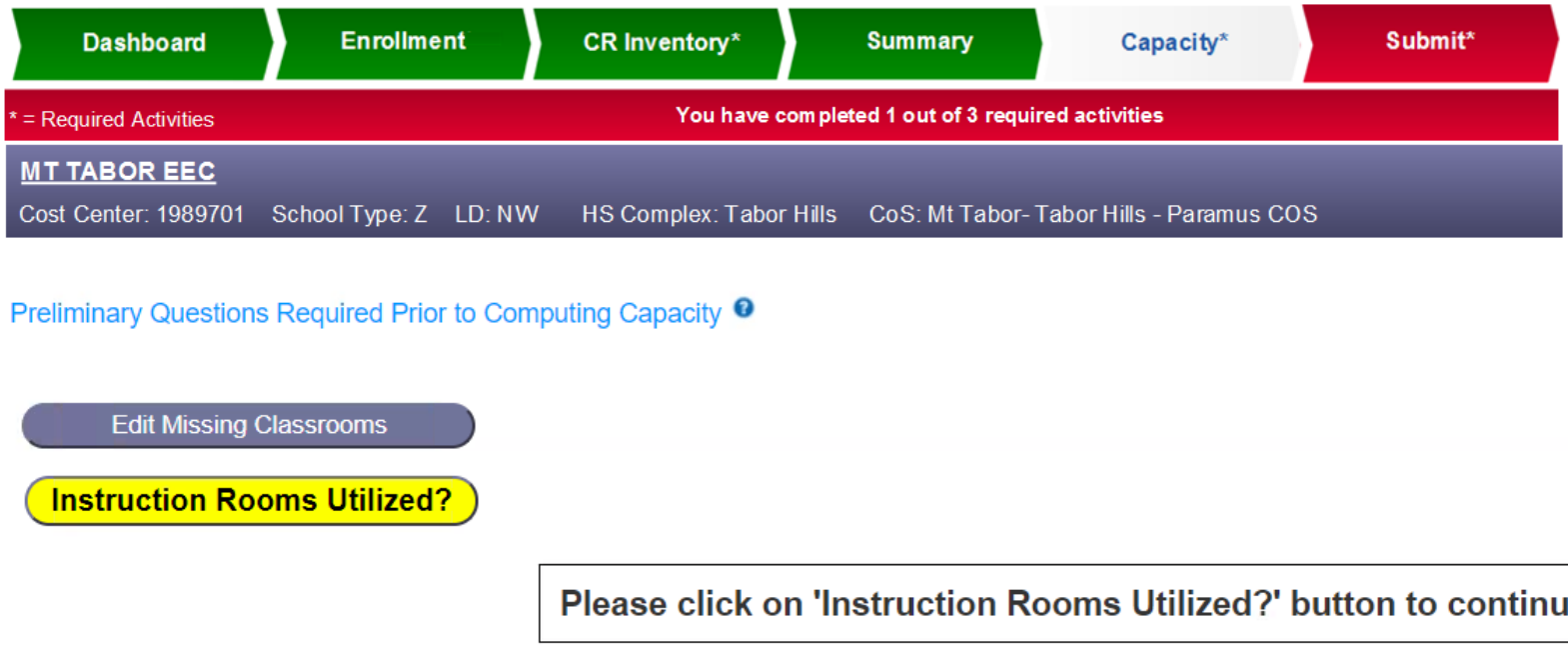
Allocation of Classrooms	Rooms Needed	Capacity in Rooms Needed
	5	

School-Wide Capacity		
Total of Classrooms Available for Instruction	6	
Total of Classrooms Needed for Instruction	5	
Under/Over Allocated Classrooms	1	
Capacity in Special Day Classes (All Levels)	1	
Adjustment to Capacity for Rooms Under/Over	29	

	Total 2-Sem Capacity	Total Enrollment	Capacity Less Total Enrollment
2-Semester Capacity	175	129	46

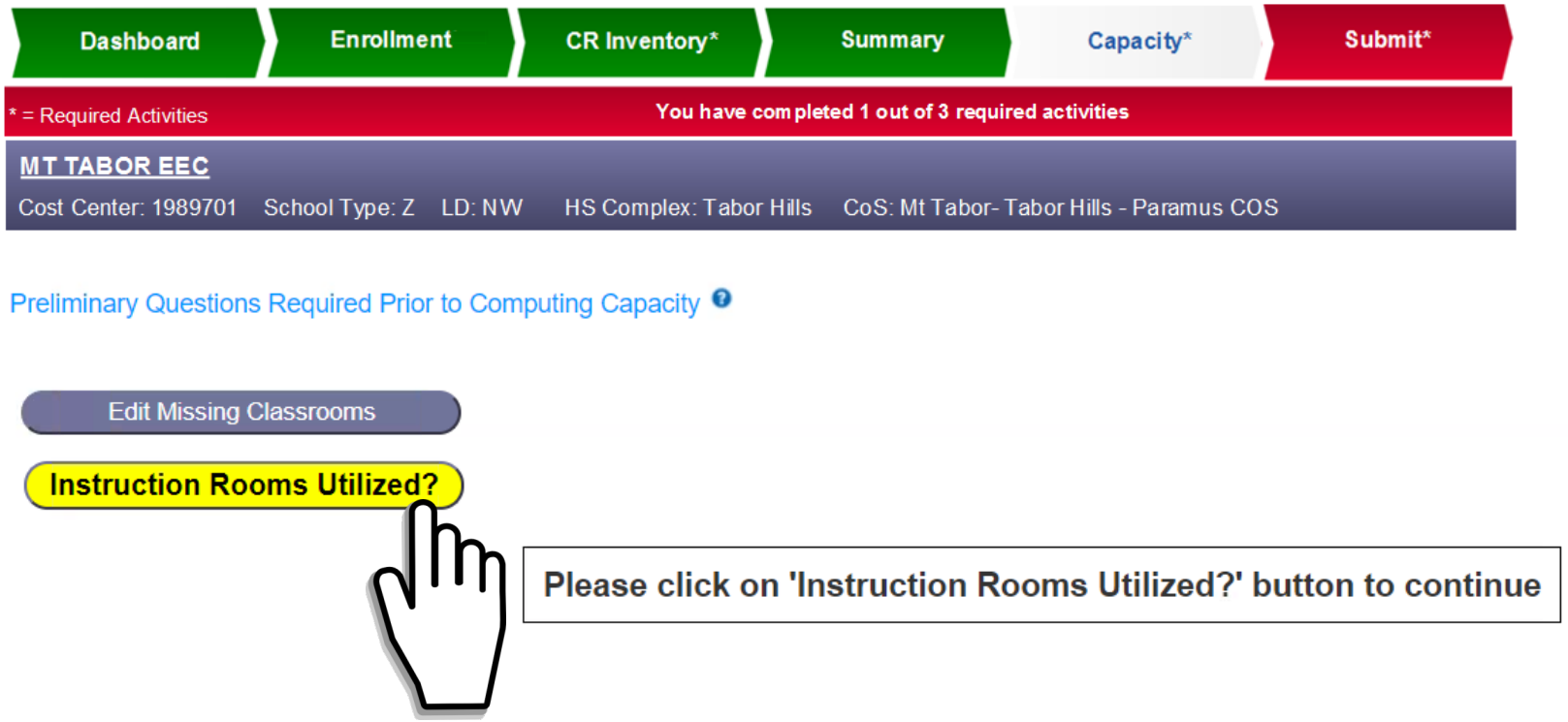
Click on Edit Preliminary Questions to make edits or to return to the original Capacity screen.

Capacity - Adult and Early Education Schools



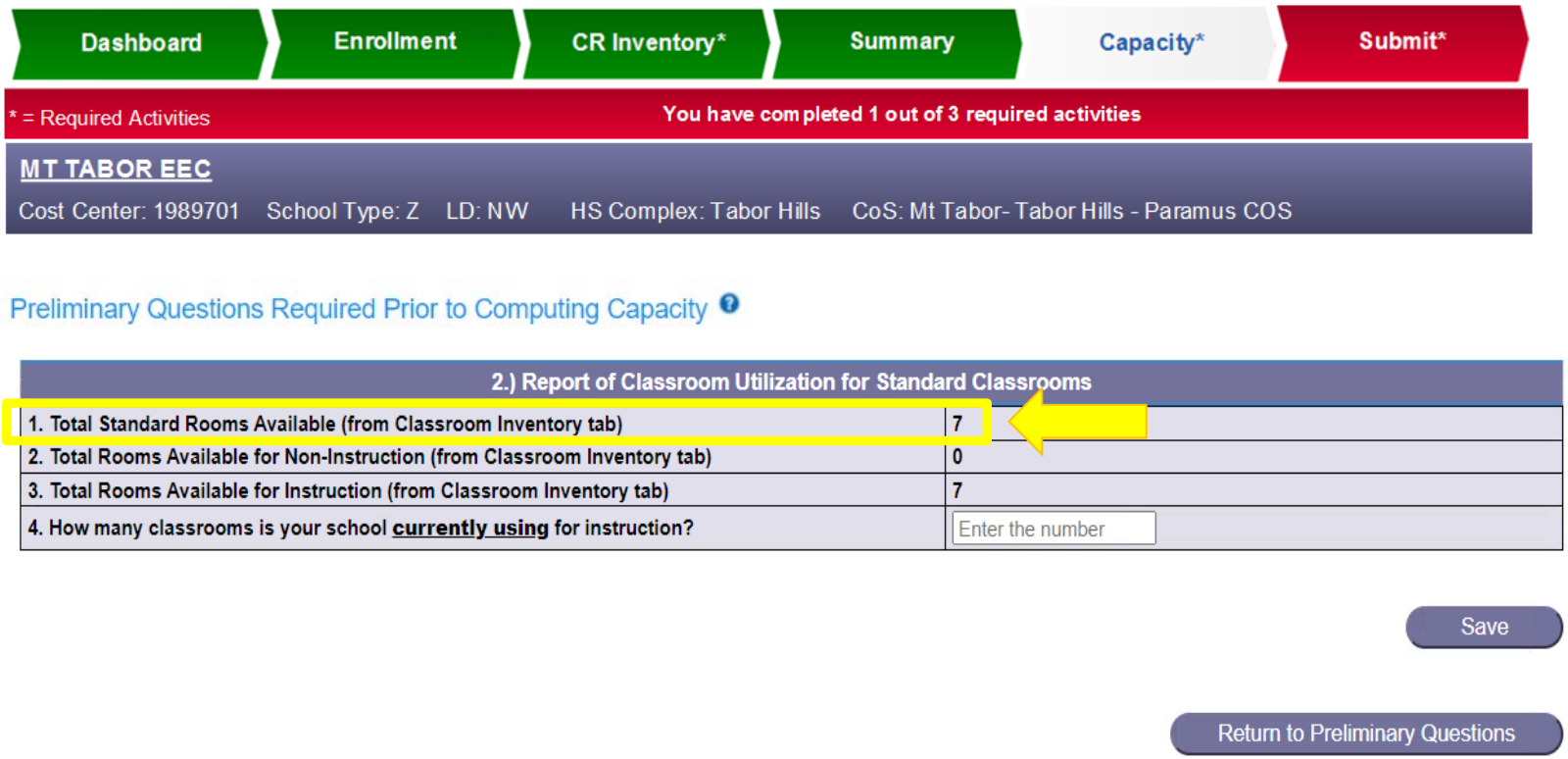
For Adult and Early Education Schools, the Capacity screen's process is the same, except that you will be asked to answer an **additional question** about the number of classrooms used for instruction at your school. This is required in order for E-CAR to compare the number of rooms in use against the total number of classrooms and to accurately compute the remaining rooms that may be available for instruction.

Capacity - Adult and Early Education Schools



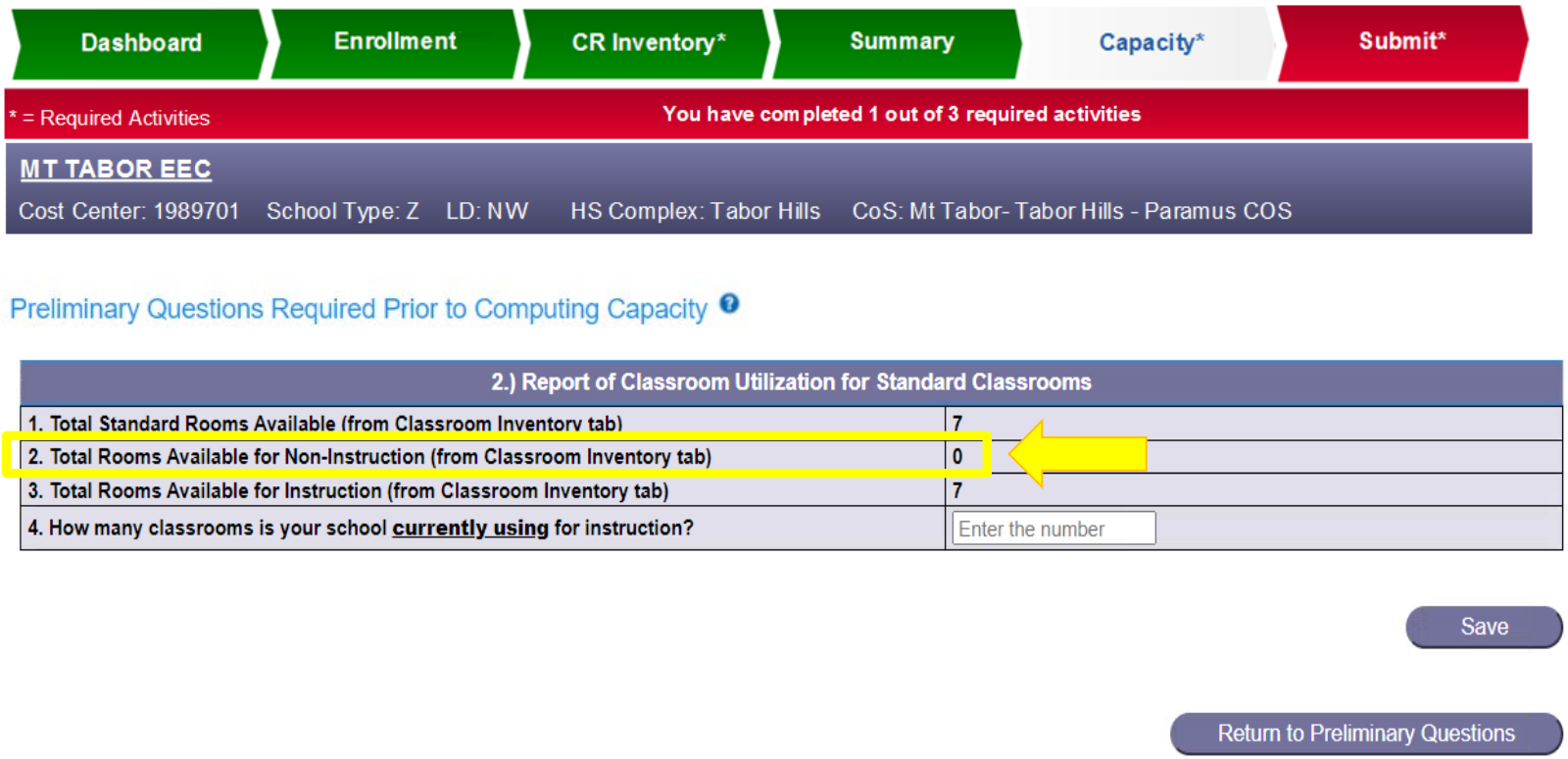
Click on the Instructional Rooms Utilized Button.

Capacity - Adult and Early Education Schools



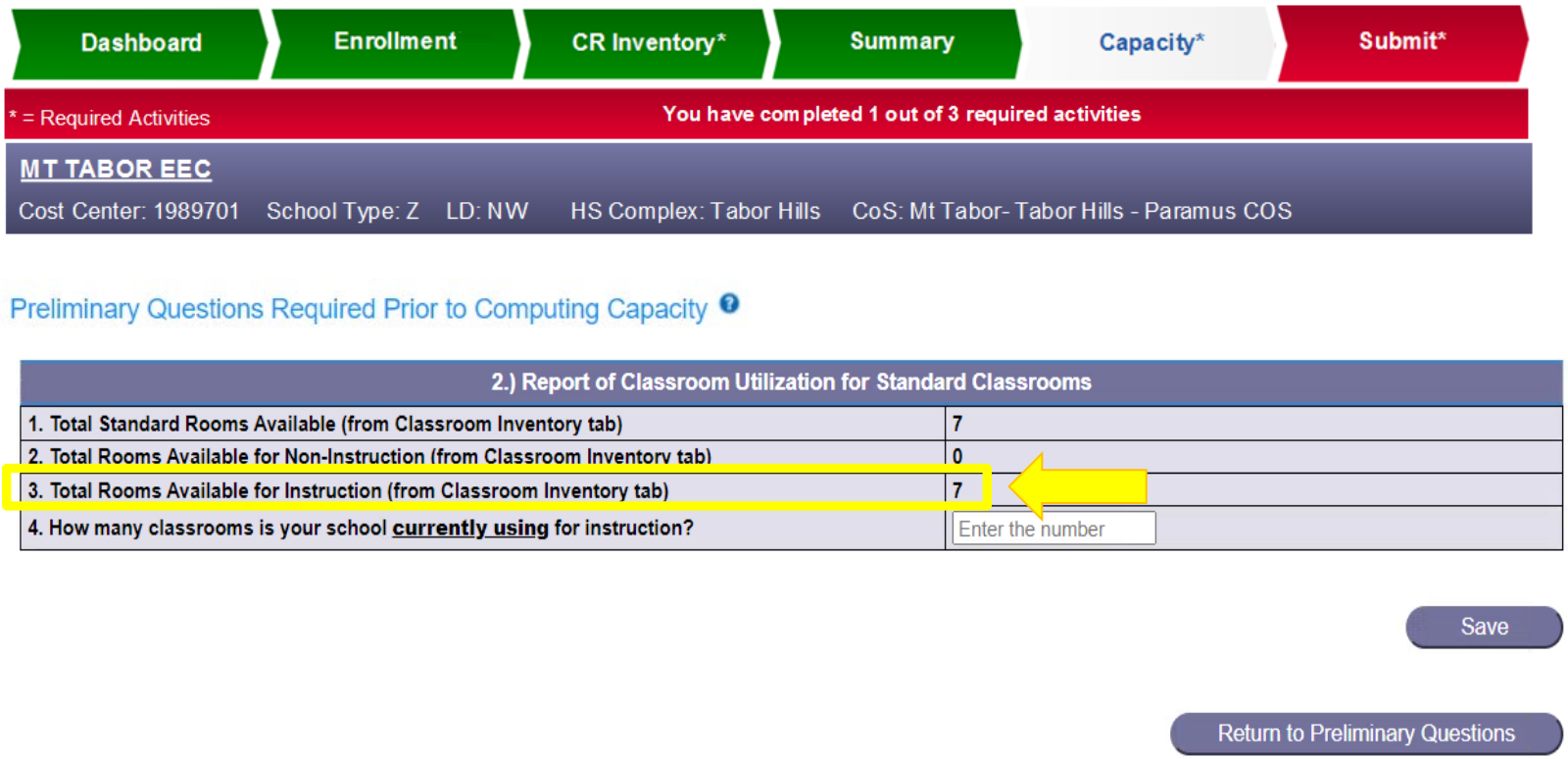
Using the data that you provided on the Classroom Inventory tab, E-CAR automatically computes 1.) the total number of Standard-Sized Rooms available at your school,

Capacity - Adult and Early Education Schools



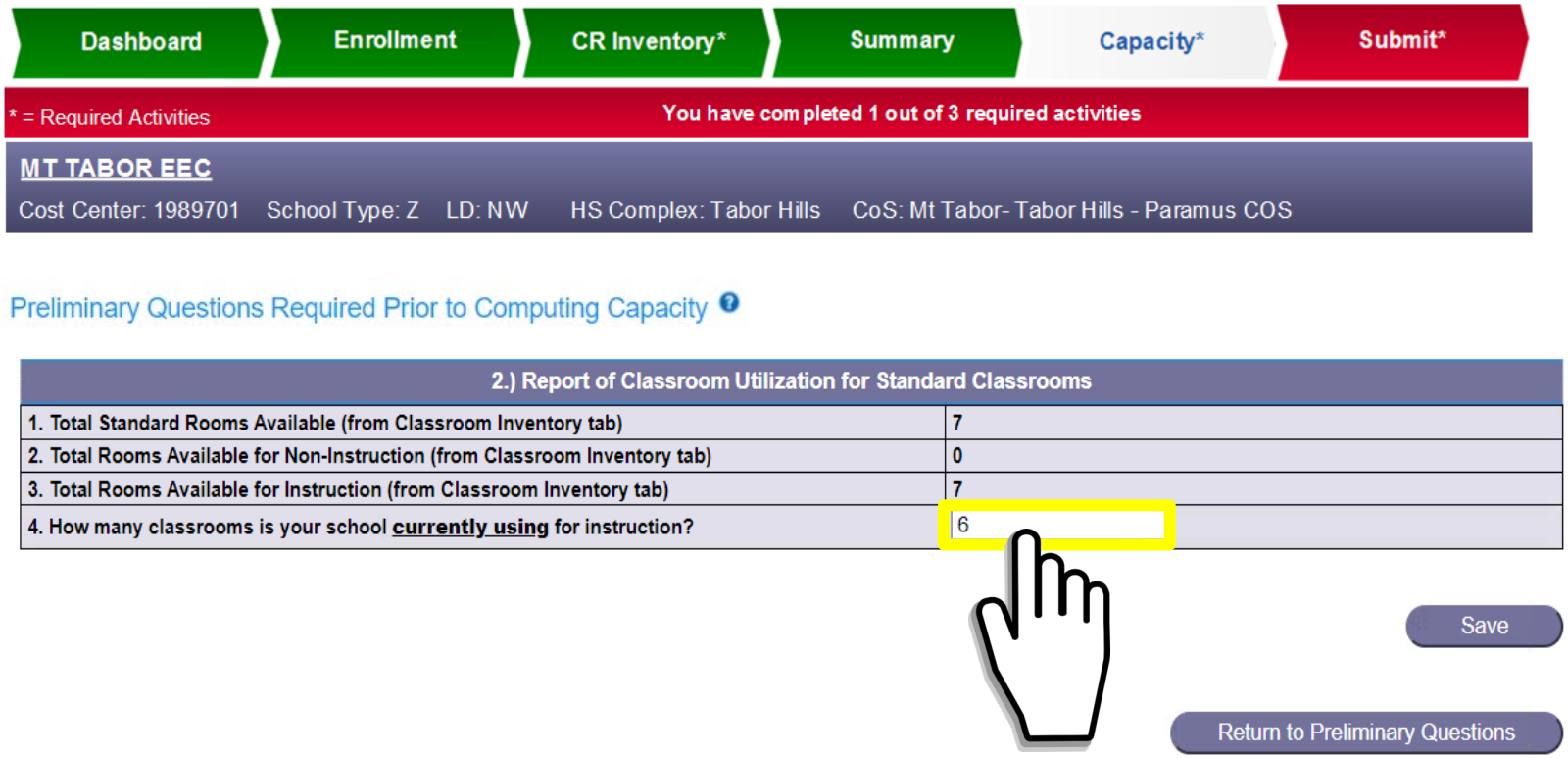
2.) the total number of rooms available for Non-Instructional purposes,

Capacity - Adult and Early Education Schools



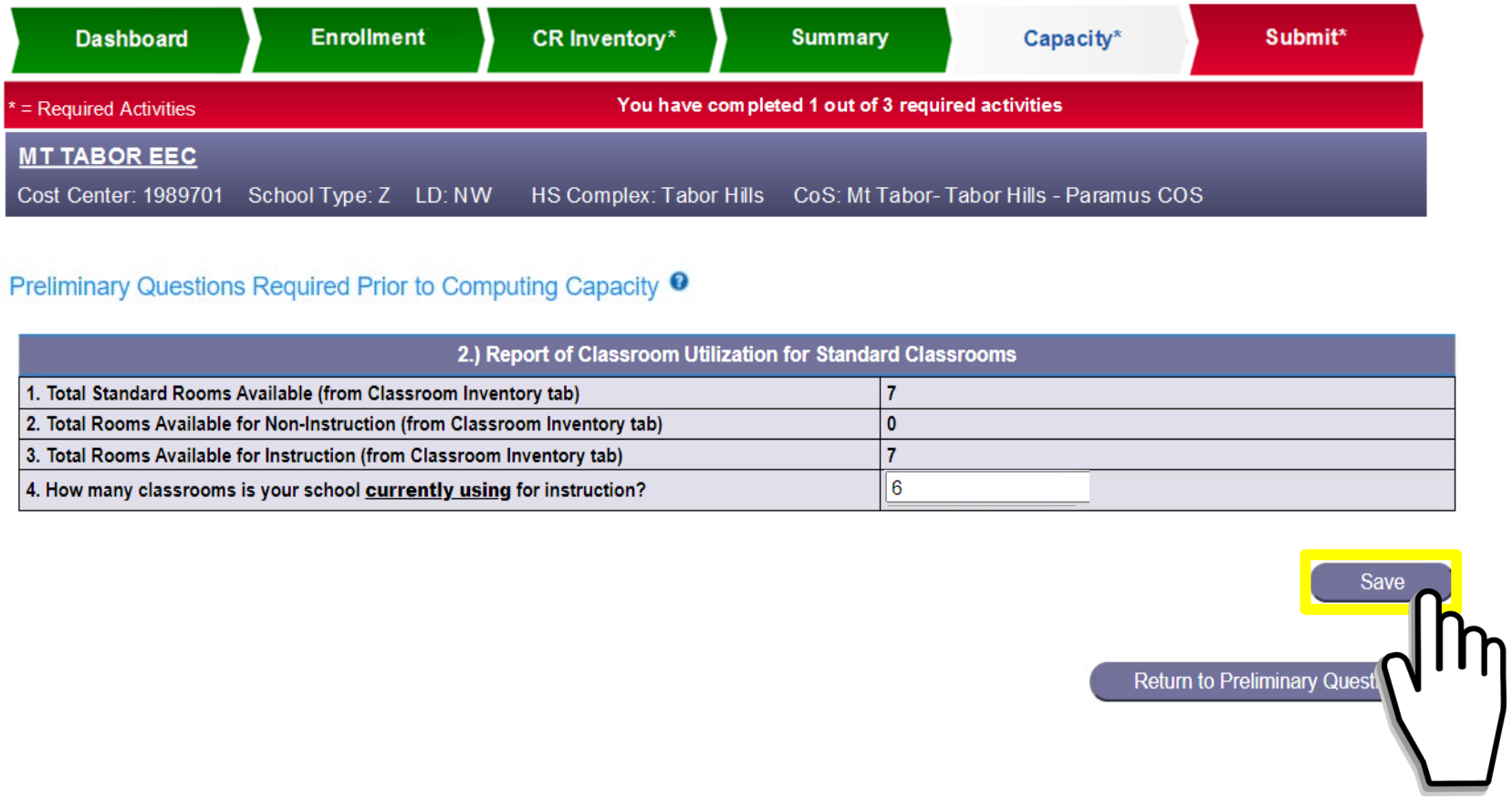
and 3.) the total number of rooms that are available for Instruction.

Capacity - Adult and Early Education Schools



On line 4, enter the number of classrooms that your school is currently using for instruction,

Capacity - Adult and Early Education Schools



then click Save.

Capacity - Adult and Early Education Schools

Dashboard | Enrollment | CR Inventory* | Summary | Capacity* | Submit*

* = Required Activities

You have completed 1 out of 3 required activities

MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor- Tabor Hills - Paramus COS

Preliminary Questions Required Prior to Computing Capacity

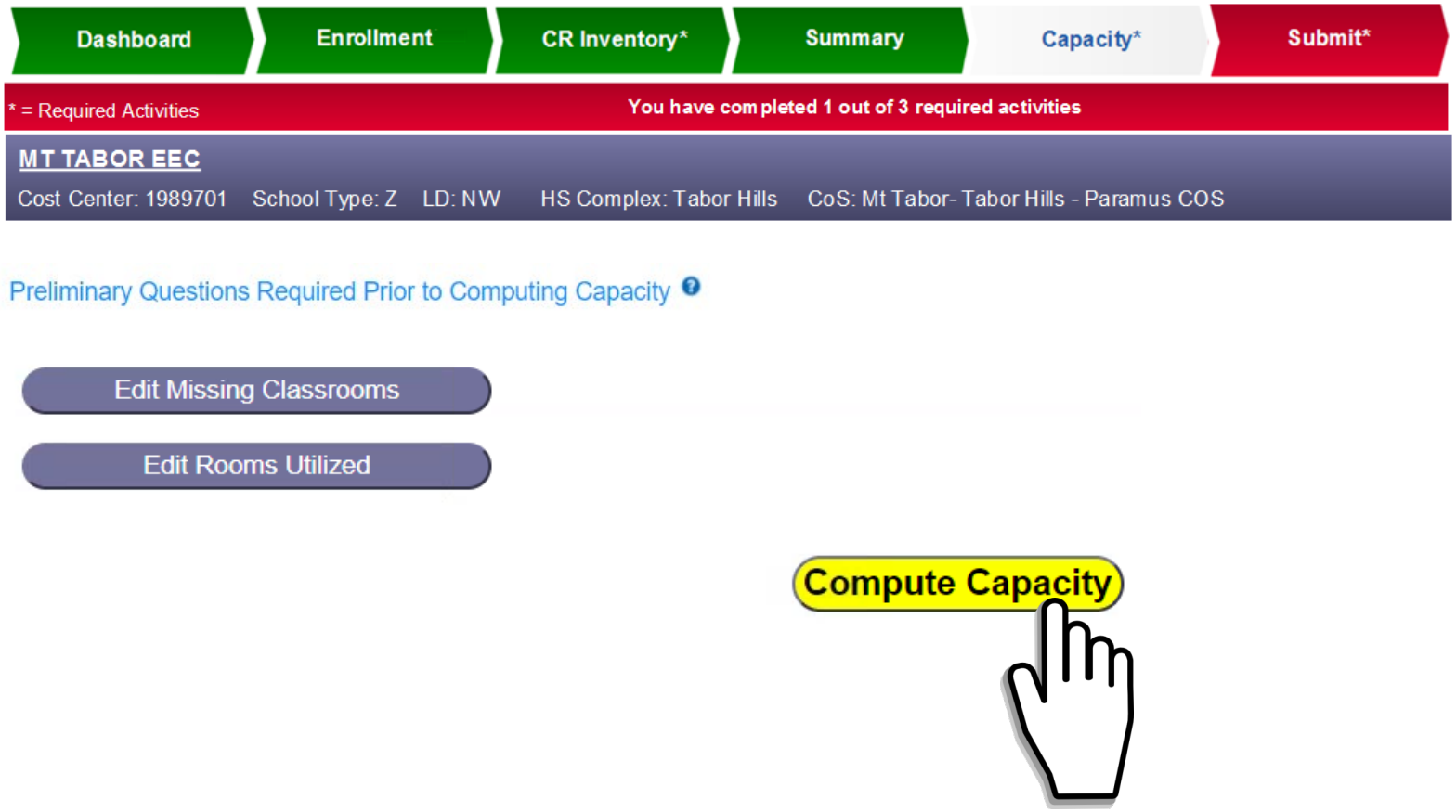
2.) Report of Classroom Utilization for Standard Classrooms	
1. Total Standard Rooms Available (from Classroom Inventory tab)	7
2. Total Rooms Available for Non-Instruction (from Classroom Inventory tab)	0
3. Total Rooms Available for Instruction (from Classroom Inventory tab)	7
4. How many classrooms is your school **currently using** for instruction?	6

Edit

Return to Preliminary Questions

Click Return to Preliminary Questions.

Capacity - Adult and Early Education Schools



Click on Compute Capacity.

Capacity - Adult and Early Education Schools

Dashboard | Enrollment | CR Inventory* | Summary | Capacity* | Submit*

* = Required Activities

You have completed 2 out of 3 required activities

MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor- Tabor Hills - Paramus COS

Edit Preliminary Questions

ALTERNATE CURRICULUM ENVIRONMENT SCHOOL CAPACITY SUMMARY

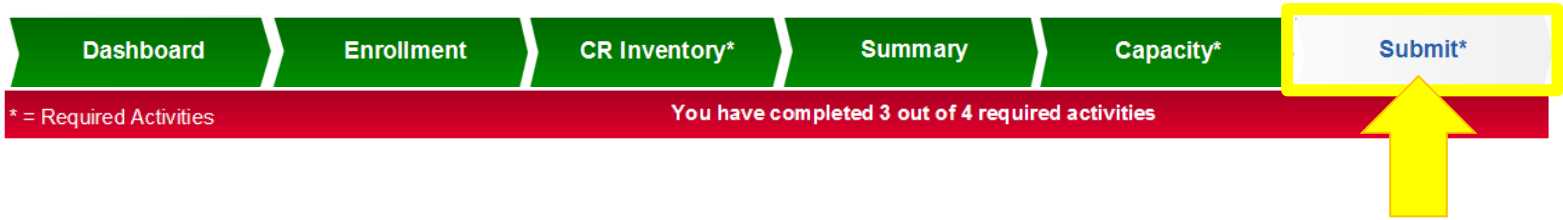
Allocation of Classrooms	Rooms Needed	Capacity in Rooms Needed
	6	0

School-Wide Capacity		
Total of Classrooms Available for Instruction	7	
Total of Classrooms Needed for Instruction	6	
Under/Over Allocated Classrooms	1	
Capacity in Special Day Classes (All Levels)	0	
Adjustment to Capacity for Rooms Under/Over	0	

	Total 2-Sem Capacity	Total Enrollment	Capacity Less Total Enrollment
2-Semester Capacity	0	0	0

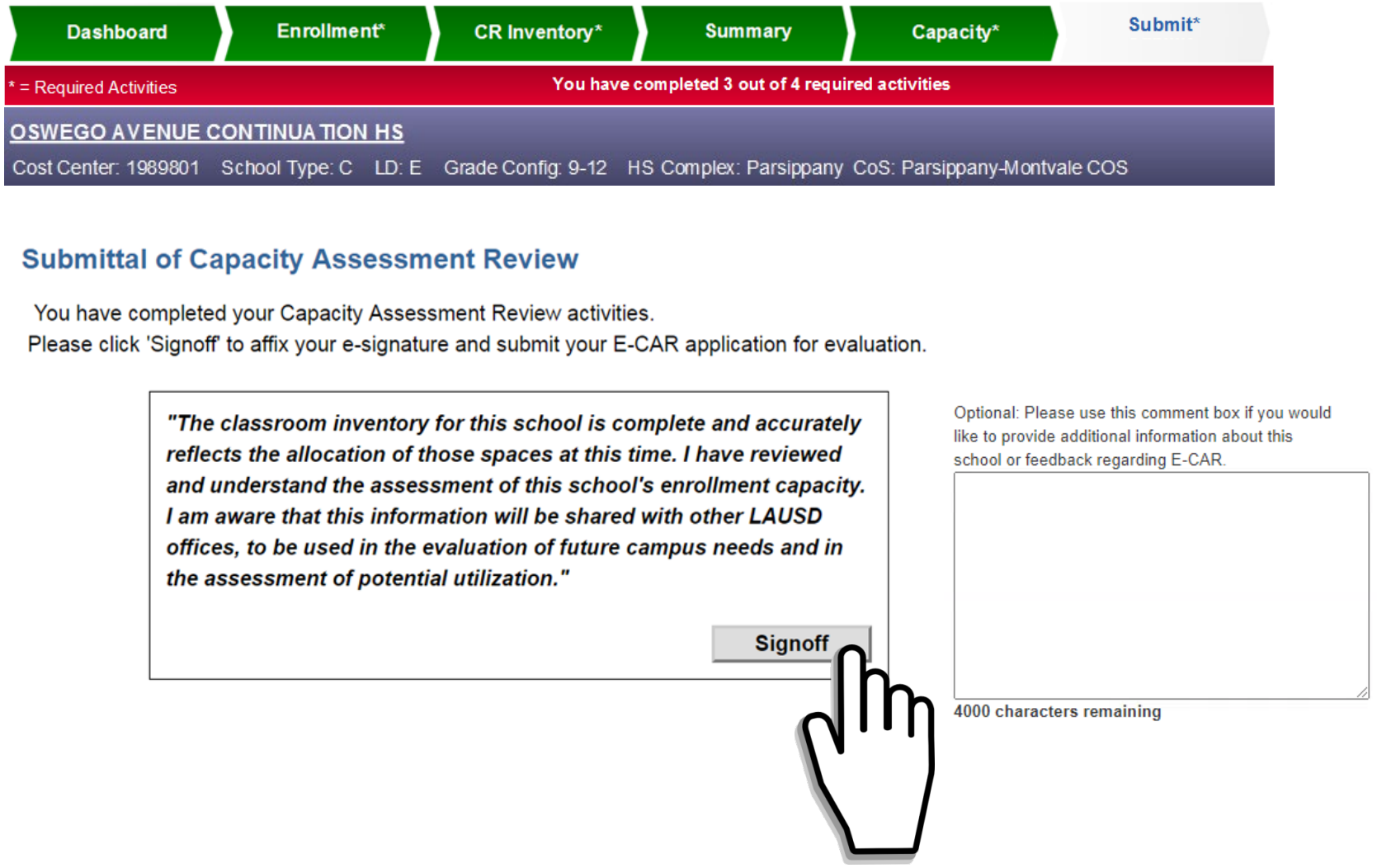
E-CAR will display the Capacity Summary. The counts of classrooms at your school will display. However, because Adult and Early Education schools do not have any TK-12 enrollment data included on the Enrollment tab, which E-CAR uses to compute capacity, your school's computed capacity will show as 0.

Submit



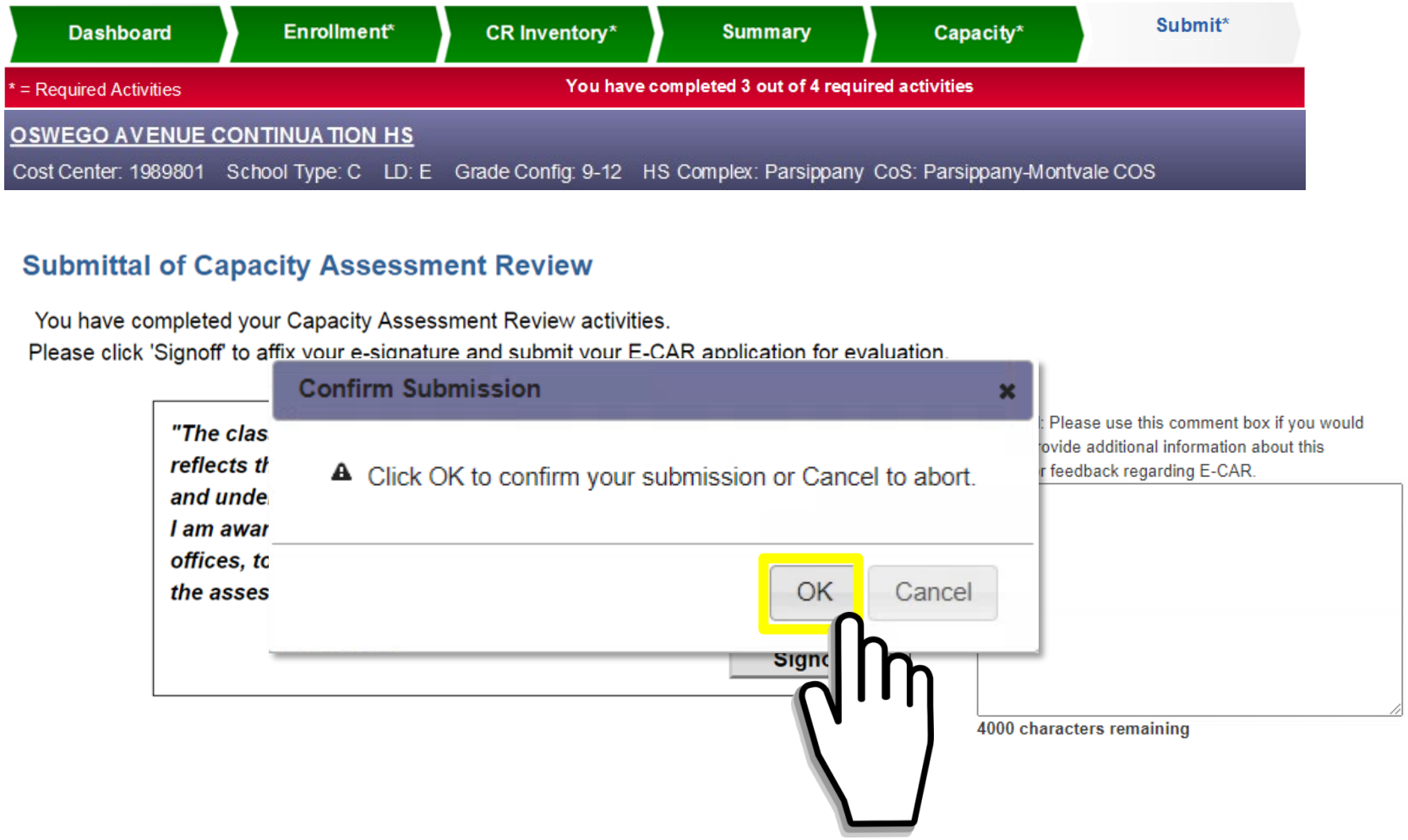
TAB 6 - THE SUBMIT SCREEN

Submit



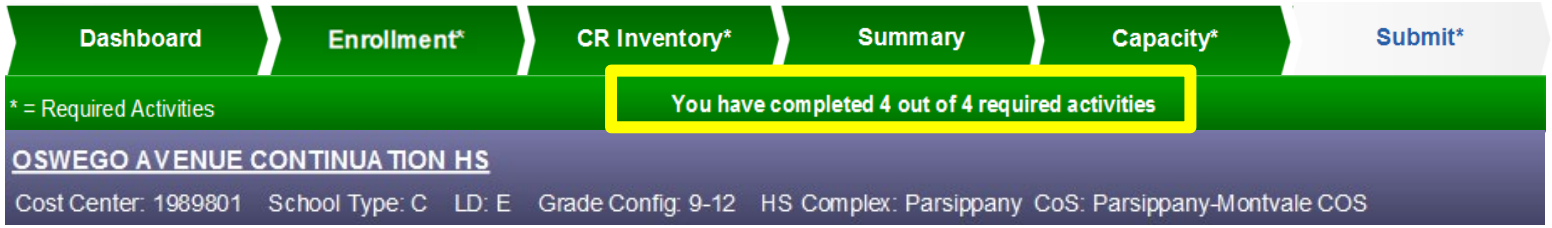
The Submit screen ***Requires Principal Interaction*****.** Once you have completed all your required E-CAR activities, click ‘Signoff’ to affix your e-signature and submit your E-CAR application for evaluation.

Submit



Click OK to proceed.

Capacity



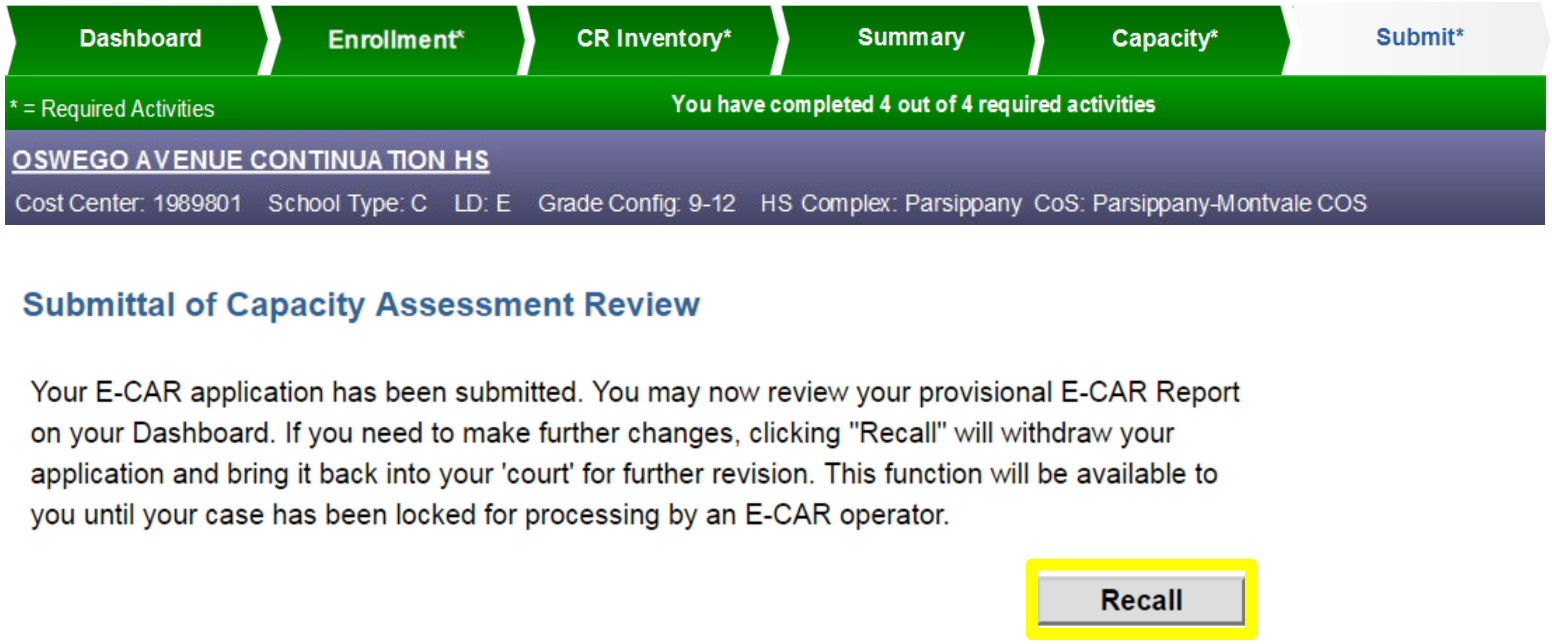
Submittal of Capacity Assessment Review

Your E-CAR application has been submitted. You may now review your provisional E-CAR Report on your Dashboard. If you need to make further changes, clicking "Recall" will withdraw your application and bring it back into your 'court' for further revision. This function will be available to you until your case has been locked for processing by an E-CAR operator.

Recall

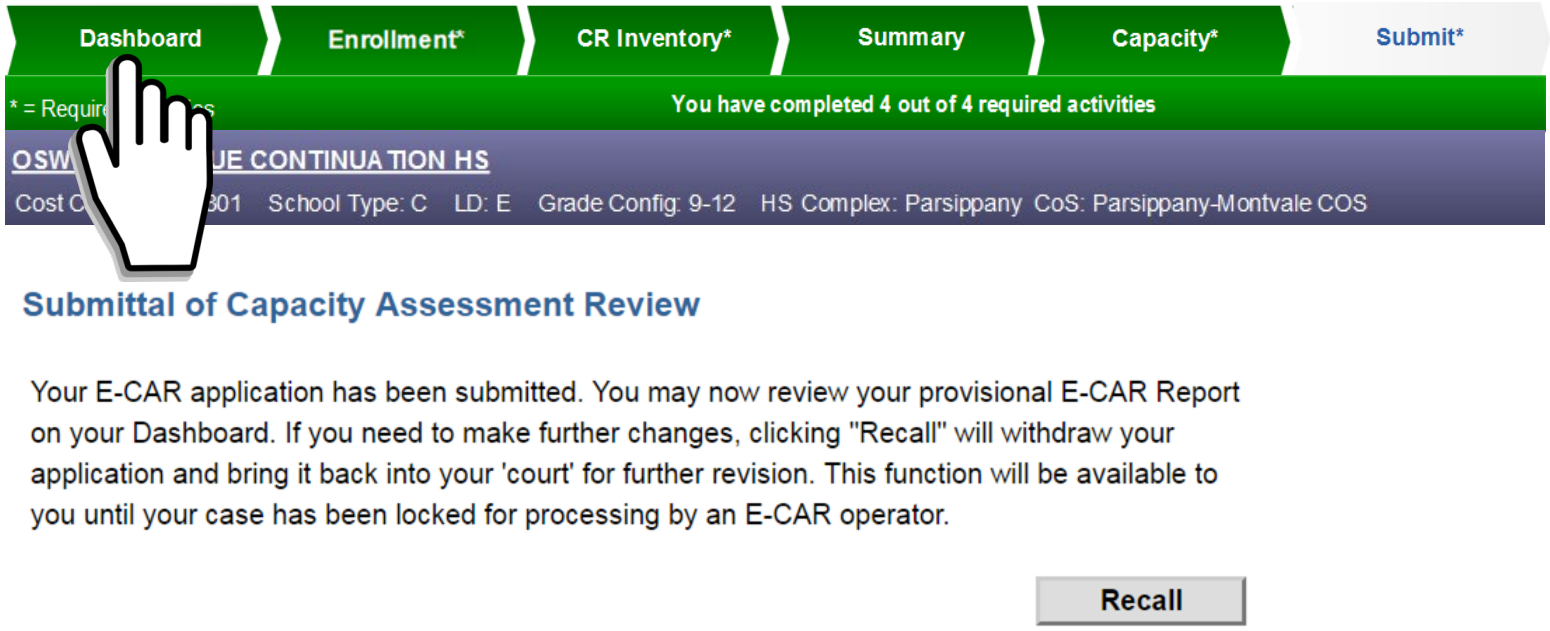
The required activities indicator bar will update and turn green.

Capacity



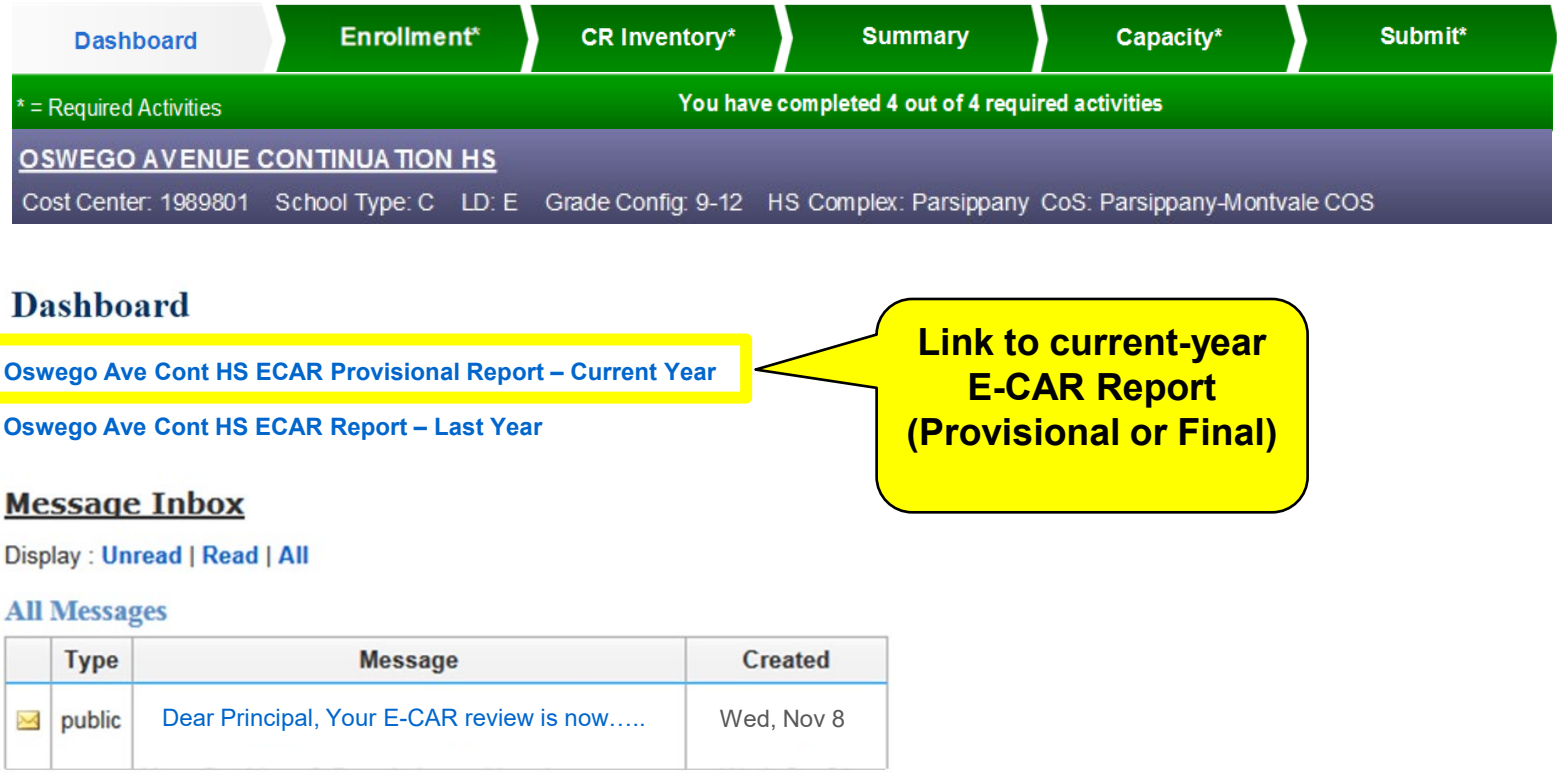
If you wish to make any further changes to your E-CAR-ace application, clicking ‘Recall’ will withdraw your application and bring it back into your ‘court’ for further revision. The ‘Recall’ function will be available until your case has been locked for processing by an E-CAR operator.

Capacity



Navigate back to your Dashboard.

Dashboard After Submit



On your Dashboard you will now see a link to your provisional E-CAR-ace Report. Simply click the link to view the report. Once your school's Capacity Assessment Review has been finalized by School Management Services-Master Planning and Demographics, your report will become Final. E-CAR-ace Reports can be viewed, downloaded or printed.

Questions About E-CAR-ace 2025?

Call E-CAR Customer Service at 213-241-8044 x 9

or email mpd@lausd.net

Thank You For Your Participation!